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ABSTRACT

This handbook describes strategies for coordinating career planning efforts for adult probationers. The ideas are based on experiences in three field-test sites involved in planning, implementing, and evaluating career planning services for adult probationers in Illinois. These cooperative efforts concentrated on developing and establishing linkages among the local adult probation department, appropriate educational resources, and community service programs. The four sections of the guide cover the following topics: (1) probation and education linkages, including networking and two models for the career planning process; (2) vocational assessment as a process and the importance of vocational assessment for adult probationers; (3) individualized career plans, with examples; and (4) agencies and resources in Illinois (adult education, Department of Commerce and Community Affairs, Department of Employment Security, Department of Public Aid, Department of Rehabilitation Services, community colleges and universities, and Department of Veterans' Affairs). For each of these agencies or resources, information is provided in a question-and-answer format, programs are described, a map of locations is given, and sample forms are included. (KC)

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CAREER PLANNING FOR ADULT PROBATIONERS

An Educational Resource Handbook for Probation Officers

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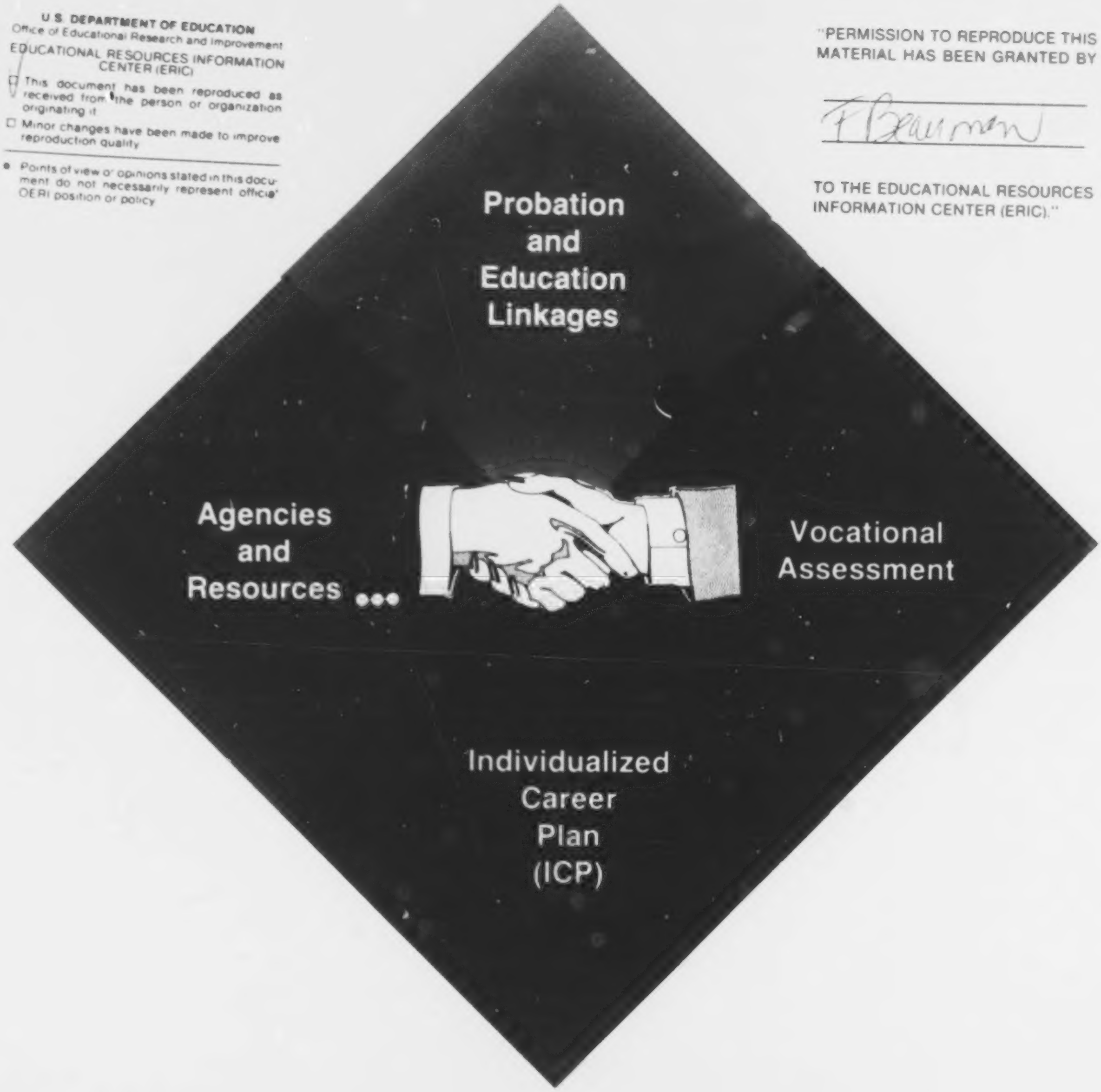
Probation and Education Linkages
Agencies and Resources ...
Vocational Assessment
Individualized Career Plan (ICP)

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CAREER PLANNING FOR ADULT PROBATIONERS: An Educational Resource Handbook for Probation Officers

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State Board of
Education

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Vocational and
Technical Education

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FOREWORD

This handbook describes strategies for coordinating career planning efforts for adult probationers. The ideas are based on the experiences of three field-test sites which were involved in planning, implementing, and evaluating career planning services for adult probationers. The three field-test sites for this cooperative venture were (1) Southeastern Illinois College and Johnson and Pope County Probation Departments, (2) Lewis and Clark Community College and Madison County Probation and Court Services Department, and (3) Chicago City-Wide College and the Cook County Adult Probation Department.

The cooperative efforts concentrated on developing and establishing linkages among the local Adult Probation Department, appropriate educational resources, and community service providers. Representatives from the Illinois State Board of Education/Department of Adult, Vocational, and Technical Education, the Administrative Office of Illinois Courts (AOIC), major community service providers, local probation departments, and local community colleges were participating members of a steering committee which provided input on the development of this handbook. The members have worked collaboratively to establish procedures in the service areas of identification of clients; establishment of intake data; development and implementation of vocational assessment activities; Individualized Career Plan development and implementation; and referral, placement, and tracking of clients.

This handbook represents an effort of the Illinois State Board of Education/Department of Adult, Vocational, and Technical Education to recognize the critical need to communicate, understand, and collaborate among education and probation personnel. This coordination represents an integrated approach to accessing educational resources which may enhance the quality of life for probationers throughout Illinois.

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PROBATION AND EDUCATION LINKAGES

Introduction

Current data indicate that Illinois prisons are overcrowded and in need of upgrading. Primarily because of these conditions, and because many probationers would be better served if left in the community, Illinois judges are seeking to place a larger number of qualified offenders in probationary programs.

Present probation programs often have limited employment and training options available for offenders. As a result, probationers may violate probation and/or become repeat offenders.

To improve the employment and training options for probationers, it is necessary to increase coordination efforts among probation officers, community college adult education programs, and other relevant community agencies. Repeatedly, judges and legislative representatives throughout Illinois have indicated support for changes within probationary programs that would enhance the probability of success for probationers, and provide a viable alternative to incarceration. A coordinated effort among service providers is essential to ensure this success.

There exists a critical need to provide alternative programming centered on career planning efforts for probationers. This handbook is an effort to provide resources and models that will better coordinate career planning efforts among all appropriate agencies serving probationers, and to improve access to educational services.

Networking

As with any bureaucracy, problems exist which hamper the delivery of support services to individuals. These problems are varied and sometimes difficult to overcome. With good communication, however, some of these problems may be addressed.

As cited in Research Memorandum No. 77 (Illinois Commission on Intergovernmental Cooperation, 1987), the following represent problems inherent in our current service delivery system:

- agency programs often compete for clients
- no single agency coordinates all services provided to a client
- program planning and delivery are not frequently coordinated among agencies
- client intake, assessment, and follow-up policies among agencies are not standardized
- agency "turf" issues affect program coordination
- duplicate services, as well as gaps in services, exist among agencies
- program data, when available, are often inconsistent (in number of clients who complete a training program or number of clients placed in jobs and length of retention)
- terms, and definitions of these terms, used by service providers are inconsistent

This last identified problem, the inconsistency and confusion associated with terminology, represents one of the major problems related to service provision. Nonstandard terms, definitions, and subsequent inconsistent understanding of policies prevent the coordination and management of programs and services.

A major issue is the degree to which the *same terms* are used to infer *different things*, and *similar terms* are used to infer the *same things.* Specifically, terms such as *assessment*, *follow-up*, and *evaluation* are prime examples of words which take on a variety of meanings among a variety of service providers. An example provided in Research Memorandum No. 77 concerning confusion of terms follows:

> What does the DPA (Department of Public Aid) mean by an employability development plan? Is it the same as JTPA's employability development plan, and are both of these plans similar to or different from the DES (Department of Employment Security) plan? (p. 43)

This key issue involves *speaking the same language.* If we, as agency representatives, don't know the terminology and *language* of other agencies, how can we possibly expect clients to understand the diversity of programs and services which are available?

Understanding the language of other service providers is of paramount importance.

Only when effective communication exists can linkages be formed among service providers. A true understanding of such things as activities, resources, services, and personnel of both probation and education service providers is the first step in the networking process. Without effective networking, the delivery of services to probationers is severely hampered.

In order for the pieces of this service delivery puzzle to fit together, an understanding of processes is also critical. Merging the steps involved in the probation process and the steps involved in the education process has proven effective. One process which has evolved from this merging of activities is the Individualized Career Planning Process. This involves linkages among probation personnel, education personnel, and other significant individuals (e.g. judges, attorneys) who may collectively determine the activities in which the probationer will be involved.

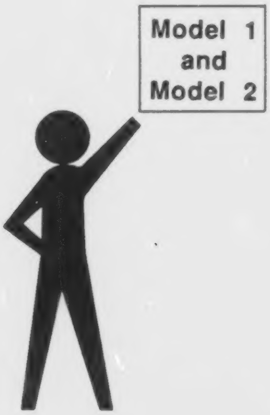
Because career planning is such an important activity for all individuals, it becomes an especially critical issue for individuals who have had minimal guidance and who have been provided with very few of society's resources. A systematic approach to linking probationers' interests and abilities to their career goals will help to enhance their potential for success in the workplace. Subsequently, successful employment should lead toward more productive and more satisfying lifestyles for individuals on probation.

Models for Career Planning Process

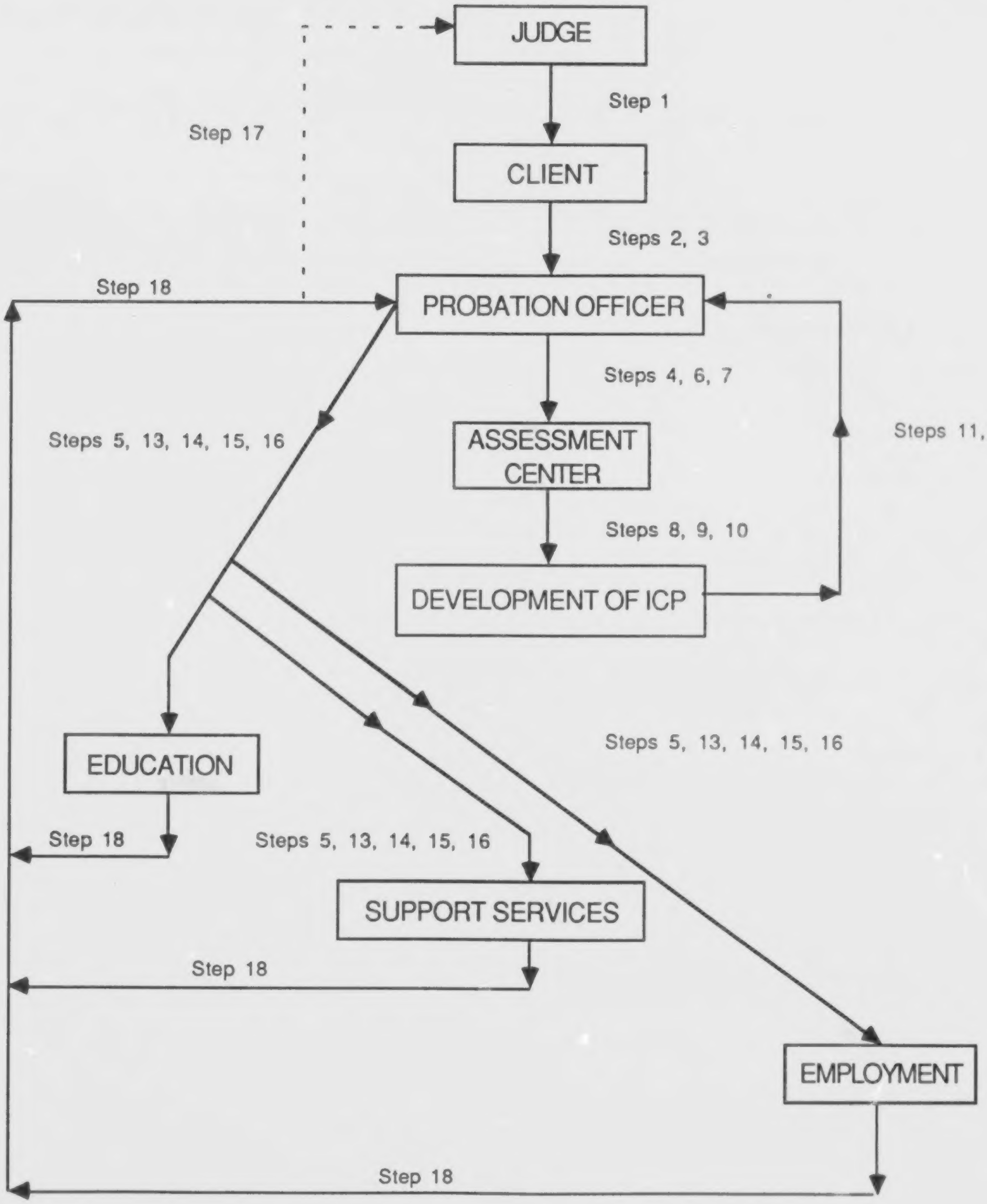
Two individual models are identified as possible alternatives to the present process in which the probationer is involved. These models provide possible approaches to meeting the career planning needs of adult probationers.

The steps and flow chart for **Model #1** describe a career planning process and education, supportive services, and employment resources that may be utilized **after** the offender has been sentenced to probation.

The steps and flow chart for **Model #2** describe a process whereby the career planning process and education, supportive services, and employment resources are utilized **before** the client is sentenced and placed on probation. In this model, the State's Attorney and counsel for the defense can use assessment activities and appropriate support services as a part of the plea bargaining activities, providing increased information for judicial consideration.



MODEL 1
USE OF CAREER PLANNING AFTER SENTENCING


JUDGE
Step 1
Step 17
CLIENT
Steps 2, 3
Step 18
PROBATION OFFICER
Steps 4, 6, 7
Steps 5, 13, 14, 15, 16
ASSESSMENT CENTER
Steps 11, 12
Steps 8, 9, 10
DEVELOPMENT OF ICP
Steps 5, 13, 14, 15, 16
EDUCATION
Step 18
Steps 5, 13, 14, 15, 16
SUPPORT SERVICES
Step 18
EMPLOYMENT
Step 18

CAREER PLANNING FOR ADULT PROBATIONERS

MODEL #1: THE USE OF CAREER PLANNING AFTER SENTENCING

This model is designed to be used by the probation officer for proper placement of a client on probation in the career planning process.

Step 1 The defendant is sentenced to probation.

Step 2 Within seven (7) days of the probation order being entered, the probation officer should complete the Intake Format Questionnaire which is developed by each individual probation office.

Step 3 Within thirty (30) days of the probation order being entered, the Assessment of Adult Probationer Risk, the Assessment of Adult Probationer Needs, and the Supervision Plan should be completed by the probation officer.

Step 4 Prior to the development of the supervision plan, the probation officer should contact the approved assessment center personnel for an appointment for the client's evaluation and assessment.

Step 5 If assessment is not seen as appropriate or required, the probation officer may bypass the assessment process of this model.

Step 6 The probation officer should inform the client of the appointment date, time, and location for evaluation by the assessment center personnel.

Step 7 The Assessment Center Referral (see Sample Form 1) and the Authorization for Release of Confidential Information (see Sample Form 2) should also be completed by the probation officer and forwarded to the assessment personnel prior to the client's appointment.

Step 8 The assessment center personnel will complete the testing and evaluation process.

Step 9 An Individualized Career Plan (ICP) (see Sample Form 3) will be developed by the assessment center personnel.

Sample Form 1

ASSESSMENT CENTER REFERRAL

NAME OF CLIENT: ______________________________

CASE #: ______________ REFERRAL DATE: ______________

THE PERSON INDICATED ABOVE IS BEING REFERRED TO YOUR AGENCY FOR ASSESSMENT. PLEASE FORWARD YOUR RECOMMENDATIONS, BASED ON ASSESSMENT AND EVALUATION, TO MY OFFICE NOT LATER THAN

______________________.
(DATE)

THANK YOU.

____
SIGNATURE

____
TITLE

____
ADDRESS

____
CITY STATE ZIP

____
TELEPHONE NUMBER

Sample Form 2

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

I, ______________________________, hereby give my permission to:

____

____

____

to release the following confidential information: ______________________

____

____

to the __________________________ County Probation Office.

______________________	______________________
Signature	Witness
______________________	______________________
Relationship (if not for self)	Witness
______________________	
Address	
______________________	
Date	

(Sample)

Sample Form 3

INDIVIDUALIZED CAREER PLAN FOR ADULT PROBATIONER

Name of Probationer: ______________________________

SSN: ____________________ Date: ________________

1. Goal as expressed by probationer during intake.

2. Results of the vocational assessment that impact on stated goal.

3. Goal identified by intake advisor **and** probationer.

Sample Form 3 (continued)

Individualized Career Plan for Adult Probationer, p. 2

4. Steps to be taken to achieve goal.

a. ______________________________

b. ______________________________

c. ______________________________

d. ______________________________

e. ______________________________

5. Review and/or revision of appropriateness.

____

____

____

____

____

6. **Exit** (Description of status of the probationer at the time of exit from the program.)

Step 10 The assessment center personnel will determine if the client is capable of coping with the educational setting that may be recommended on the ICP. These personnel may recommend that (1) the client not be placed in an educational setting until certain other services are completed such as psychological evaluation, psychiatric evaluation, and/or drug/alcohol counseling, (2) that the client obtain employment using present education and skills and/or (3) that the client participate in a career development program.

Step 11 The assessment center personnel will submit the ICP to the probation officer for review.

Step 12 The probation officer, client, and, if possible, a representative from the assessment center, will meet and discuss the ICP and incorporate the recommendations into the original supervision plan.

Step 13 Following the completion of the supervision plan, the probation officer should explain the appropriate agencies available to assist the client in the successful implementation of the supervision plan.

Step 14 If educational requirements and/or support service agency referrals are made a part of the supervision plan, the probation office should assist the client in making the necessary contacts with the appropriate educational facility and/or support service agency.

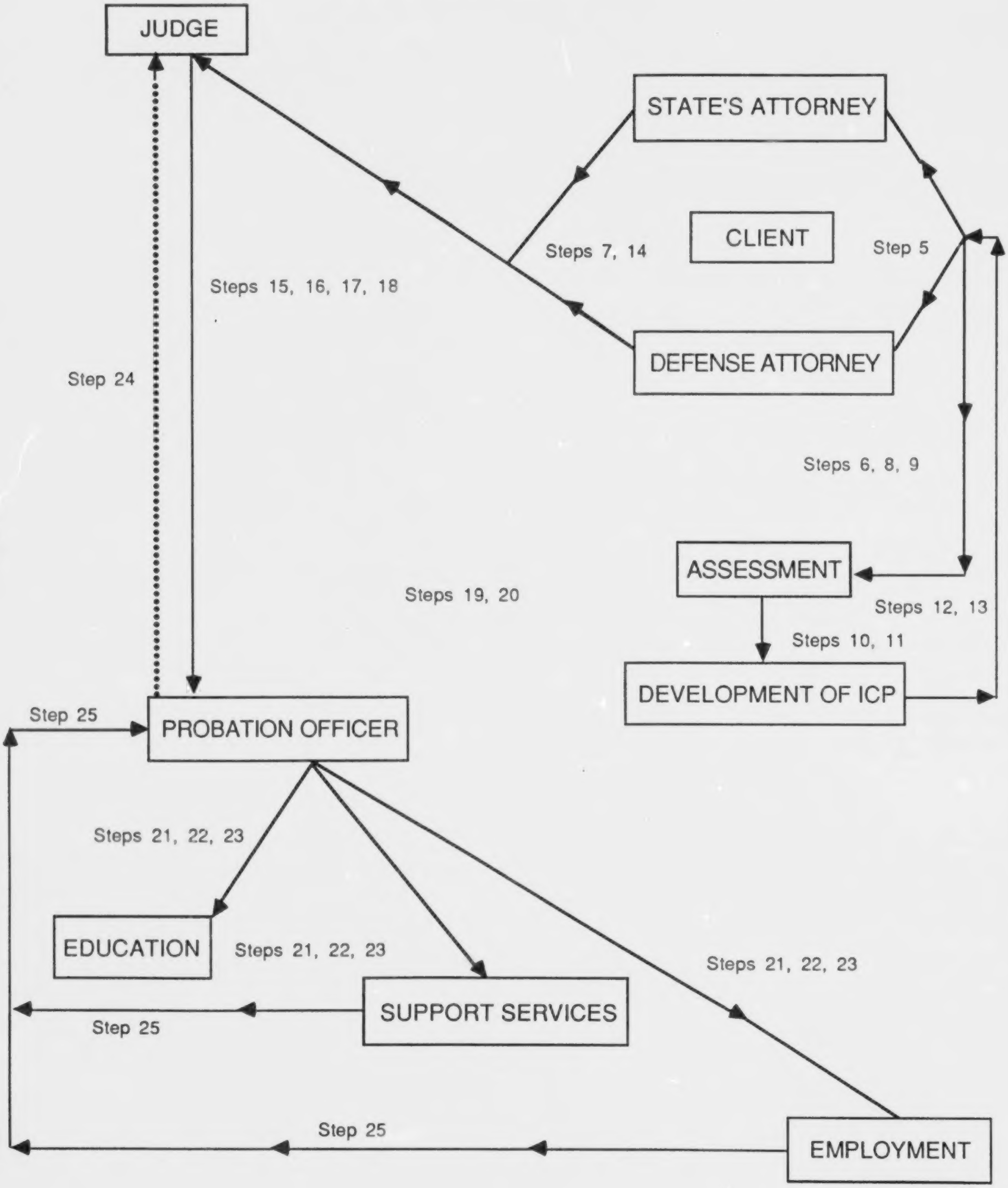
Step 15 If employment is recommended on the supervision plan, the probation officer should work with the appropriate agency, such as the Job Training Partnership Act (JTPA), the Illinois Department of Employment Security (IDES), or local businesses and industries in an attempt to secure employment for the client.

Step 16 If the assessment center personnel recommend that the client be assigned to a Career Development Program, the probation officer should contact the appropriate educational agency.

Step 17 Successful and progressive accomplishments as prescribed in the supervision plan may allow the probation officer to recommend to the court that the client be considered for an early termination of probation.

Step 18 During this process, the client will be monitored closely by the probation officer, assessment center personnel, educational agencies, support service agencies, and employers. The feedback process should be continuous.

MODEL 2
USE OF CAREER PLANNING
DURING THE SENTENCING PROCESS


JUDGE
STATE'S ATTORNEY
CLIENT
DEFENSE ATTORNEY
Steps 7, 14
Step 5
Steps 15, 16, 17, 18
Step 24
Steps 6, 8, 9
ASSESSMENT
Steps 19, 20
Steps 12, 13
Steps 10, 11
DEVELOPMENT OF ICP
Step 25
PROBATION OFFICER
Steps 21, 22, 23
EDUCATION
Steps 21, 22, 23
Steps 21, 22, 23
SUPPORT SERVICES
Step 25
Step 25
EMPLOYMENT

CAREER PLANNING FOR ADULT PROBATIONERS
MODEL #2: THE USE OF CAREER PLANNING DURING THE SENTENCING PROCESS

This model is designed to be used by the Court for proper placement of a client in a probation career planning process.

Step 1	An individual is arrested and charged with an offense. When the charges are filed, the individual becomes the defendant.
Step 2	During the first court appearance, the defendant is advised of his/her charges and rights. If the defendant does not have an attorney, one is appointed.
Step 3	The case is set on the trial docket.
Step 4	Prior to the trial date, the state's attorney and defense attorney prepare their cases.
Step 5	Normally, the state's attorney and defense attorney enter into plea negotiations. If feasible in the case, the possibility of probation may be presented.
Step 6	If the state's attorney and defense attorney agree that probation is a possibility in the case, the defendant may then be referred to the assessment center personnel for evaluation and assessment.
Step 7	If assessment is not seen as appropriate or required, the state's attorney and defense attorney may bypass the assessment process of this model.
Step 8	The defense attorney should contact the approved assessment center personnel for an appointment for the defendant.
Step 9	The Assessment Center Referral (see Sample Form 1) and the Authorization for Release of Confidential Information (see Sample Form 2) should also be completed by the defense attorney and forwarded to the assessment center personnel prior to the defendant's appointment.
Step 10	The assessment center personnel will complete the assessment process.

Step 11 An Individualized Career Plan (ICP) (see Sample 3) will be developed by the assessment center personnel.

Step 12 The assessment center personnel will determine if the defendant is capable of coping with the educational setting as may be recommended on the ICP. These personnel may recommend that the defendant not be placed in an educational setting until certain other services are completed such as a psychological evaluation, psychiatric evaluation, and drug/alcohol counseling. The assessment center personnel may also recommend that the defendant obtain employment using present education and skills and/or participate in a career development program.

Step 13 The assessment center personnel will submit copies of the defendant's ICP to the state's attorney and the defense attorney for review.

Step 14 The state's attorney and the defense attorney may then agree to recommend to the Court that the defendant be placed on probation with the educational requirements, support service agency referrals, and/or employment as recommended by the assessment center personnel.

Step 15 If acceptable, the Court could sentence the defendant to probation. The probation order may stipulate conditions for the completion of the ICP.

Step 16 The probation order is completed and signed by the judge and the defendant.

Step 17 Within seven days of the probation order being given, the probation officer should complete the Intake Format Questionnaire which is developed by each individual probation office.

Step 18 Within thirty days of the probation order being entered, the Assessment of Adult Probationer Risk, the Assessment of Adult Probationer Needs, and the Supervision Plan should be completed by the probation officer.

Step 19 Prior to the development of the supervision plan, the probation officer, client, and, if possible, a representative from the assessment center will meet to discuss the probation order, including the ICP, and incorporate the conditions into the original supervision plan.

Step 20 Following the completion of the supervision plan, the probation officer should explain the appropriate agencies available to assist the client in the successful implementation of the supervision plan.

Step 21 If educational requirements and/or support service agency referrals are made a part of the supervision plan, the probation officer should assist the client in making the necessary contacts with the appropriate educational agency and/or support service agency.

Step 22 If employment is recommended on the supervision plan, the probation officer should work with the appropriate agency such as the JTPA office, the IDES, and local businesses and industries in an attempt to secure employment for the client.

Step 23 If the assessment center personnel recommend the client be assigned to a career development program, the probation officer should contact the appropriate educational agency.

Step 24 Successful and progressive accomplishments as prescribed in the supervision plan may allow the probation officer to recommend to the Court that the client be considered for an early termination of probation.

Step 25 During this process, the client will be monitored closely by the probation officer, court services, assessment center personnel, educational agencies, support service agencies, and employers. The feedback process should be continuous.

VOCATIONAL ASSESSMENT

Assessment as a Process

As indicated in the career planning process, assessment plays a vital role in developing an effective and worthwhile plan for probationers. Without appropriate assessment, it is impossible to determine the needs, interests, and abilities of these individuals. The assessment process plays a vital role in showing probationers that their abilities and opinions are valuable, and that probation officers and education personnel are interested in providing a systematic approach to helping them make some decisions concerning their future.

As with the entire career planning activity, vocational assessment is also

> ". . . an ongoing process, represented by a continuum of activities, and that both formal and informal assessment activities should be utilized in order to gather the most appropriate information. Most importantly, vocational assessment is not a process to be used to screen (individuals) out of vocational education programs or employment settings. It should, instead, determine appropriate vocational education training and placement options and identify support services required to allow (individuals) to reach identified career goals." (ISBE, 1988, p. 1)

Comprehensive vocational assessment must be viewed as an ongoing process of information collection. During the assessment, vocational information about an individual probationer is collected and analyzed. The amount and type of information collected on each probationer varies according to the information required to make an appropriate decision regarding placement in an education or training program or employment.

In order to vocationally assess probationers, a variety of information must be obtained to determine appropriate vocational training and placement options. General assessment involves gathering information to assist educational personnel in preparing an educational program for individual probationers. The ultimate goal of vocational assessment is to identify the need for individualized services, and to design an educational program incorporating these services for each person (ISBE, 1988). Taking into account the probationer's abilities, interests, and specific needs that are determined through the assessment process, the educational/training program should be designed to enable the individual to be placed in, and to succeed in, an appropriate vocational setting. This setting may be an education or training program or employment.

Every individual has unique needs, interests, and abilities. It is important that these personal attributes are considered, and that probationers are provided with appropriate vocational preparation that will lead them toward satisfying and productive lives. Vocational assessment represents a vehicle by which professionals can obtain information and make appropriate decisions regarding the vocational preparation of the probationers.

The Importance of Vocational Assessment for Adult Probationers

Probationers are often placed in vocational programs or training situations with little regard for how their special needs might impact upon their ability to function successfully. Placement decisions concerning education or employment situations have sometimes been made with little regard for the probationer's interests and abilities, as well as with minimal awareness of the demands and expectations of the vocational experience selected. The vocational assessment process should help to facilitate more appropriate placement into vocational programs or training situations by identifying a probationer's interests, abilities, learning styles, and need for special support services and accommodations. When done properly, assessment should provide a comprehensive profile of this individual's strengths and limitations, with very specific functional recommendations as to how to remediate deficit areas, as well as how to make maximum use of information related to the person's interests and abilities.

It is believed that vocational assessment, if done properly, will facilitate more appropriate placement of probationers into vocational training programs or jobs, and will also help to maximize their potential to be successful in these opportunities. This is accomplished by providing probation officers, employers, and vocational program personnel with a clear picture of each probationer's needs, strengths, and limitations. This information can provide the basis for designing and implementing Individualized Career Plans (ICPs) and making informed decisions concerning future programming for the probationer.

INDIVIDUALIZED CAREER PLANS

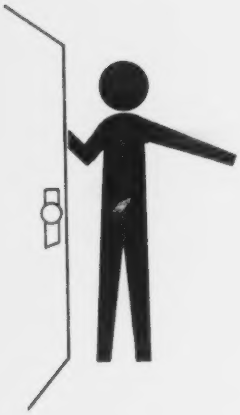
An Individualized Career Plan (ICP) is a process that relates formal learning experiences to career goals. The ICP is a tool for probationers and staff to use to coordinate education and personal experiences with career development activities. It is a written document that summarizes the probationer's emerging career goals and the career development activities that will lead toward the attainment of those goals.

ICPs have been developed, implemented, and evaluated at numerous sites throughout Illinois during the last several years. It is generally accepted that the seven major components of an ICP are a statement of career goals; vocational assessment information; career development activities; client/family profile; suggested coursework/program activities; involvement, when appropriate, in extracurricular activities; and work experiences.

It is understood that developing an ICP for probationers is a unique process. In an attempt to meet the needs of probation officers and educational personnel serving probationers, an ICP was developed and field-tested (see Sample Form 3). While this ICP deviates from many others used in schools throughout Illinois, its appropriateness for use with probationers is accepted by probation and education personnel. It should be recognized that this is only one example of an ICP, and that it may be utilized as is, or may be localized to meet the needs of individual probation departments throughout Illinois.

The development and implementation of the ICP is only one part of the career planning process. Because this process differs among probation departments, four separate step-by-step approaches to the career planning process have been documented and are provided. These represent the activities of four unique sites, and the differing ways in which each site approached the process. ***It is important to remember that each probation department should determine and develop the approach best suited for its clients.***

While this step-by-step process seems lengthy, once implemented it can become a process by which clients are provided career planning information that may drastically enhance their education and training opportunities.



INDIVIDUALIZED CAREER PLANNING PROCESS FOR JOHNSON COUNTY

Step 1 After clients are placed on probation, they are advised of the career planning process by the probation officer. At that time, the probationers are informed that the probation officer would like for them to participate in the process and that participation will be to their best interest.

The probation officer contacts Southeastern Illinois College Central Administrative Office for Correctional Education (SICCO) to advise them of the status of individual probationers.

Step 2 SICCO arranges for program orientation for the probationers with the Johnson County Probation Office and contacts assessment personnel with the date, time, and location of orientation. Most Johnson County orientation is completed at the probation office or in the court room. The orientation to the program is attended by the probation officer, the SICCO staff, the ICP developer, testing personnel, and the probationers.

The probation office contacts the probationers and informs them to report at the designated date, time, and location of orientation. The probation office notifies the SICCO and confirms attendance at the orientation by the individual probationer.

Step 3 Orientation to the program takes approximately one hour. The probationers are given an opportunity to participate in a question-and-answer session. At this time, the probation officer leaves the room and the probationers are left with the SICCO staff, the ICP developer, and testing personnel to discuss the process.

At the close of the question-and-answer session, plans are made for the first testing. The probationers are given the opportunity to select the date which best meets their individual schedules. The first testing date is arranged at that time and the probation office is informed of this date.

Step 4 Five days prior to the first scheduled testing date, the probation office issues a letter to remind the probationers of the upcoming testing date, time, and location. The probationers are advised to confirm their attendance by calling the probation office. Copies of these letters are forwarded to the SICCO.

Since the majority of testing is completed on Saturdays, the probation office confirms the number of probationers to be tested on the Friday prior to the test date.

Step 5 At the beginning of the first testing session, the probationers are asked to complete the Horizons Quest Interest Inventory. This inventory takes approximately thirty minutes and gives the probationers an opportunity to express interests and personal preferences for the types of work they wish to perform. Their responses are coded to match occupations listed within the computerized program.

The first actual test given to the probationers is the Test of Adult Basic Education (TABE). The TABE takes approximately 3.5 hours to complete, and is designed to measure achievement in reading, mathematics, language, and spelling. The TABE is used to place clients in appropriate levels of education programs and/or employment. The TABE supplies the ICP developer with data necessary to properly advise individual probationers and for appropriate completion of the ICP.

The testing personnel score the TABE and print the results of the Horizons Quest Interest Inventory. This information is submitted to the ICP developer and the probation office by the testing personnel.

Step 6 Upon receipt of the results of the first testing session, the probation office and the testing personnel confirm the date, time, and location of the second test.

Step 7 Five days prior to the second scheduled test, the probation office issues a letter to remind the probationers of the upcoming testing date, time, and location. The probationers are advised to confirm their attendance by calling the probation office. Copies of these letters are forwarded to the SICCO.

On the Friday prior to the second testing date, the probation office contacts the testing personnel with the number of probationers attending the second testing session.

Step 8 The probationers complete the testing portion of the career planning process at the end of the second testing session. The Aptitude Based Career Decision (ABCD) is a three-hour activity used to assess occupational aptitudes. The information received from this exercise is primarily used by the ICP developer to suggest occupations in which each client possesses the aptitude required.

Step 9 The testing personnel submit ABCD answer sheets to the probation office for scoring. The printout for each ABCD test given is forwarded by the probation office to the ICP developer.

Step 10 Upon receipt of the ABCD printout, the ICP developer contacts the probation office with suggested dates to arrange for the probationer to report for individual counseling sessions with the ICP developer.

Step 11 The probation office contacts the probationers with suggested dates and times for the individual counseling sessions with the ICP developer. Each probationer is allowed to select the most convenient date and time. The probation office confirms the session with the ICP developer. Sessions are held either at the probation office, the Southeastern College campus, Vienna High School, or the probationer's home.

Step 12 At the individual counseling session, the ICP developer and the probationer discuss the testing results, future goals and plans, and educational, emotional/personal, financial, and employment needs. The ICP developer then writes a draft of the ICP (see Sample Form 3). The ICP developer discusses the ICP with the probationer at this time. A relaxed atmosphere is attempted to make the probationer feel at ease and free to ask any questions.

The ICP is refined and completed by the ICP developer and a rough copy is mailed to the probation office for clerical completion.

Step 13 The probation office secretary merges all test results, career choices, and related information on each probationer into the Technical Analysis Report for Guidance in Education and Training (TARGET) Computerized System. The reports generated by TARGET serve as additional explanations of strengths and weaknesses of the probationer, and are used in conjunction with the ICP for proper advisement of the probationer.

Step 14 The probation office mails a typed copy of the ICP, TARGET Reports, and related information to the ICP developer and the probationer. The originals of all information are maintained in the probationer's file in the probation office.

The probation office contacts the probationer and arranges a date and time for discussion of the ICP with the probationer and assists in the initiation of the plan.

Step 15 The probation office, ICP developer, testing personnel, and the SICCO staff work closely to network available resources for the probationer.

Step 16 The probation officer reports directly to the court during this entire process. All information on the probationer is forwarded as deemed appropriate by the probation officer.

INDIVIDUALIZED CAREER PLANNING PROCESS FOR POPE COUNTY

Step 1 The probation officer and judge meet and discuss the probationers they feel would benefit from being ordered to participate in the career planning process.

Step 2 Following their decision, the Southeastern Illinois College Central Administrative Office for Correctional Education (SICCO) is notified with the names of each probationer and the date, time, and location of a probation call is discussed.

Step 3 When the probation call is decided, the probationer is sent a letter to report for the probation call in the court room of the Pope County Court House. The contents of the letter state that failure to appear for this probation call will result in a warrant being issued for arrest. Copies of the letter are forwarded to the SICCO.

Step 4 The SICCO notifies the testing personnel and Individualized Career Plan (ICP) developer of the date, time, and location of the probation call.

Step 5 All persons involved report for approximately two hours with the probationers at the probation call/orientation. All probationers and family and/or friends are asked to enter the court room. Following the formalities of the probation call, the judge enters the court room, and advises the probationers that they will participate in the career planning process. The judge emphasizes his expectations of the probationers.

- If the probationers do not participate with the project staff, additional time will be added to their probation.

- If the probationers participate willingly in the process and have served sixty percent of the probation time, the judge will evaluate their cases and may release them from probation early.

- If the probationers refuse to cooperate, prison could be the next stop following probation revocation.

Following his remarks, the judge introduces the Dean of Correctional Education to the group. The judge and probation officer leave the court room.

The Dean explains the reason for the process and the desire of the staff to see the probationers succeed. The process is discussed at length, including testing, counseling, and final goals of the process.

Goal setting, self-image, and potential of the probationers are discussed. Family members and friends are invited to participate in the process along with the probationers. They are welcome to be tested, counseled, and receive the same services as the probationers.

The probationers and family and friends are divided into groups for a small session with one of the staff members assigned to each group. At this time, the probationers can ask questions and voice opinions--positive and negative.

The groups then join in the court room for final discussion. The first testing date, time, and location are verbally given to the probationers and they are dismissed. The probation office is notified of the first testing date.

The testing for Pope County is done at the Community Center located at the Pope County High School. This type of setting places the probationers away from the court system and into an educational environment.

Step 6 Five days prior to the first scheduled testing date, the probation office issues a letter to remind the probationers of the upcoming testing date, time, and location. The probationers are advised to confirm their attendance by calling the probation office. Copies of these letters are forwarded to the SICCO.

Since the majority of testing is completed on Saturdays, the probation office confirms the number of probationers to be tested on the Friday prior to the test date.

Step 7 The first session in the assessment process is initiated. At the beginning of the first testing session, the probationers are asked to complete the Horizons Quest Inventory. This inventory takes approximately thirty minutes and gives the probationers an opportunity to express interests and personal preferences for the types of work they wish to perform. Their responses are coded to match occupations listed within the computerized program.

The first actual test given to the probationers is the Test of Adult Basic Education (TABE). The TABE takes approximately 3.5 hours to complete, and is designed to measure achievement in reading, mathematics, language, and spelling. The TABE is used to place clients in appropriate levels of education programs and/or employment. The TABE supplies the ICP developer with data necessary to properly advise the probationers and for appropriate completion of the ICP (see Sample Form 3).

Step 8 The testing personnel score the TABE and print the results of the Horizons Quest Interest Inventory. This information is submitted to the ICP developer and to the probation office by the testing personnel.

Step 9 Upon receipt of the results of the first testing session, the probation office and the testing personnel confirm the date, time, and location of a second session.

Step 10 Five days prior to the second scheduled session, the probation office issues a letter to remind the probationers of the upcoming testing date, time, and location. The probationers are advised to confirm their attendance by calling the probation office. Copies of these letters are forwarded to the SICCO.

On the Friday prior to the second testing date, the probation office contacts the testing personnel with the number of probationers attending the second testing session.

Step 11 The probationers complete the testing portion of the process at the end of the second session. The Aptitude Based Career Decision (ABCD) is a three-hour activity used to assess occupational aptitudes. The information received from this exercise is primarily used by the ICP developer to suggest occupations in which the client possesses the aptitude required.

The testing personnel submit ABCD answer sheets to the probation office for scoring. The printout for each ABCD test given is forwarded by the probation office to the ICP developer.

Step 12 Upon receipt of the ABCD printout, the ICP developer contacts the probation office with suggested dates to arrange for each probationer to report for an individual counseling session with the ICP developer.

Step 13 The probation office contacts the probationer with suggested dates and times for the individual counseling session with the ICP developer. The probationer is allowed to select the most convenient date and time. The probation office confirms the session with the ICP developer. Sessions are held either at the probation office, Southeastern Illinois College campus, or the probationer's home.

At the individual counseling session, the ICP developer and the probationer discuss the testing results, future goals and plans, and educational, emotional/personal, financial, and employment needs. The ICP developer then writes a draft ICP and discusses this draft with the probationer. A relaxed atmosphere is attempted to make the probationer feel at ease and free to ask any question.

Step 14 The ICP is refined and completed by the ICP developer and a rough copy is mailed to the probation office for clerical completion.

The probation office secretary merges all test results, career choices, and related information on each probationer into the Technical Analysis Reports for Guidance in Education and Training (TARGET) Computerized System. The reports generated by TARGET serve as additional explanations of strengths and weaknesses of the probationer and are used in conjunction with the ICP for proper advisement of the probationer.

Step 15 The probation office mails a typed copy of the ICP, TARGET Reports, and related information to the ICP developer and the probationer. The originals of all information are maintained in the probationer's file in the probation office.

Step 16 The probation office contacts the probationer and arranges a date and time for discussion of the ICP with the probationer and assists in the initiation of the plan.

The probation office, the ICP developer, testing personnel, and the SICCO staff work closely to network available resources for the probationer.

Step 17 The SICCO and the probation officer report directly to the judge during this entire process. The judge desires to know the progress of each probationer. Any problems or questions are welcomed by the judge and probation officer.

INDIVIDUALIZED CAREER PLANNING PROCESS FOR MADISON COUNTY

Step 1 Through the intake interview process, the intake officer will screen all new cases for appropriate referrals to the Individualized Career Plan process. Criteria used to determine appropriate referrals are as follows: (1) probationer must be physically, mentally, and emotionally stable; (2) probationer is unemployed, underemployed, or has no definite career plan; (3) probationer must be a willing participant. While referrals will normally be made by the intake officer, referrals can also be made at a later time by the probation officer.

Step 2 The ICP coordinator will provide the intake officer and probation officer with each month's assessment date and location at Lewis and Clark Community College. When a probationer has been identified, that officer will fill out the *Referral for Individualized Career Plan* (see Sample Form 4) and forward a copy to the ICP coordinator. The officer will also fill out the *Agreement for Participation and Release of Information* (see Sample Form 5), including the bottom portion which informs the probationer of his assessment date. The original will be sent to the ICP coordinator. A copy will be kept in the probationer's file and a copy given to the probationer.

Step 3 Vocational assessment activities are completed at Lewis and Clark Community College. Assessment results are forwarded to the ICP coordinator.

Step 4 An appointment for the probationer will be scheduled with the ICP coordinator. Based on the information gathered from the probationer and the assessment results, the ICP coordinator will explore, with the probationer, the probationer's goals to assess their feasibility. Assessment results and other information will be entered by computer onto the data disk and reports will be generated based on the probationer's chosen field. Should reports indicate that the probationer's first choice is unrealistic, an alternative choice will be made and further reports generated.

Step 5 Items 1-4 of the Individualized Career Plan (see Sample Form 3) will be completed and a copy given to the probationer. The coordinator will forward the worksheet to the probation officer who will monitor the probationer's progress and make revisions as they become necessary. The probation officer will advise the ICP coordinator when the probationer begins a training program and also when the probationer completes the program.

Sample Form 4

REFERRAL FOR INDIVIDUALIZED CAREER PLAN (ICP)

The following individual is being referred for participation in the Individualized Career Plan Process:

Name: ______________________________

Address: ______________________________

Telephone: ______________________________

Date of Birth: ______________ Social Security #: ______________

Offense: ______________________________

Disabilities: ______________________________

Medical Problems: ______________________________

Transportation Problems: ______________________________

Signed ______________________________ Date: ______________
(Officer Making Referral)

Sample Form 5

Original to ICP Coordinator
Copies to Probationer and Probation Officer

INDIVIDUALIZED CAREER PLAN PROCESS

AGREEMENT FOR PARTICIPATION AND RELEASE OF INFORMATION

I, ______________________ (Participant) hereby agree to participate in the Individualized Career Plan (ICP) process. I agree to the release and exchange of information between Madison County Probation and Court Services and Lewis and Clark Community College as necessary for the implementation of career planning. I understand that there is no guarantee of employment upon completion of the process.

______________________________ (Participant)   ________________ (Date)

______________________________ (Witness)   ________________ (Date)

For Participant

You have been scheduled for vocational assessment at Lewis and Clark Community College in Godfrey. The assessment will be held in ______________________________ ______________________ on ______________________ at ______________.

Signed ______________________________ (Probation Officer or Intake Officer) Date ________________

INDIVIDUALIZED CAREER PLANNING PROCESS
FOR COOK COUNTY

Step 1 Expectations of Probationers

It will be necessary for all probationers to schedule and keep at least two, possibly three, appointments at the Center for Disabled Student Services (CDSS), Room 1045, 30 East Lake Street. Probationers will be expected to abide by the Center's policy concerning student appointments.

Probationers will be expected to arrive no later than fifteen minutes after the scheduled appointment time or the appointment will be considered a NO SHOW.

If a probationer is unable to keep a scheduled appointment, that individual must call the Center at least twenty-four hours prior to the scheduled appointment or the appointment will be considered a NO SHOW.

Probationers will be allowed to reschedule two appointments. If a probationer misses three scheduled appointments, that probationer will be dropped from the project.

Probationers will be allowed one NO SHOW! Failure to keep a second appointment without calling or notifying the Center within twenty-four hours of the scheduled appointment time will cause the probationer to be dropped from the project.

Step 2 Schedule Intake Interview

Probationers will call CDSS (312/984-2872) and ask for Rochelle Zimbler at extension 2803. If there is no answer, the probationer should either leave a name and phone number with the receptionist or call back later. The probationer should tell Ms. Zimbler that they are interested in scheduling an appointment for the Probationers Project. Ms. Zimbler will schedule the individual for an appointment on the first available date (usually a Wednesday). On that day, the individual will meet with Ms. Zimbler and provide demographic information, educational interests, and history by completing the Referral Intake Form (see Sample Form 6). Ms. Zimbler will provide a brief overview of the project and its purpose. She will explain the steps that the individual will be going through and the outcomes of each step. The individual will then proceed to assessment.

Sample Form 6

PROBATIONER'S PROJECT
REFERRAL/INTAKE FORM

984-2872 (Voice) 984-2895 (TTY)

Name: ____________________ Date: ____________________

Address: ____________________ DOB: ____________________

City: ____________________ SS#: ____________________

State: __________ Zip: __________ Telephone: ____________________

Public Aid #: ____________________ TTY: __________ Sex: ______

Ethnic Code: ____________________

Are you familiar with programs of the City Colleges? Yes _____ No _____

Are you enrolled in classes at the present time? Yes _____ No _____

If so, where? Community Agency ____________________

Other ____________________

Personal Data:

Emergency Contact: ____________________

Relationship: ____________________ Telephone: ____________________

Legal Guardian: (if applicable) ____________________

Dependents: _______ Source of Income: ____________________

Referring Agency:

Probation's Department

Contact Person: ____________________ Telephone: ____________________

Sample Form 6 (continued)

Intake/Referral Form, p. 2

Education/Training History (if available):

Highest Grade Completed: _______ Diploma/Degree ______ Major: ________

Last School attended and date: ______________________________________

__________ Special Classes __________ Regular Academics

Reading Level ______ Math Level ______ *IQ (F) _____ (V) _____ (P) _____

Academic Strengths: ____________________________________

____

Academic Weaknesses: __________________________________

____

Employment History:

Company	Position	Dates	Reason for Leaving

Sample Form 6 (continued)

Intake/Referral Form, p. 3

Comments/Recommendations:

1/87

Step 3 Assessment

Probationers will receive the APTICOM. This assessment instrument provides information on basic academic skills, vocational interests, and recommendations for potential occupations. The complete battery takes about one and a half hours to complete. The individual will then return to Ms. Zimbler to schedule a second appointment for the following Wednesday.

Based on the information gathered in the intake interview and the results of the vocational assessment, the intake advisor and the probationer explore the goals to assess the realism and practicality of the goals.

Step 4 Develop Individualized Career Plan (ICP)

The probationer will meet with Ms. Jane Hughes for this appointment. At this meeting, Ms. Hughes will explain the results of the APTICOM to the individual. The individual and Ms. Hughes will work together to develop an ICP (see Sample Form 3) that will identify goals and the steps necessary to achieve those goals. The plan will be reflective of the individual's strengths, needs, interests, experiences, and aptitudes. Once the ICP has been completed, Ms. Hughes will refer the individual to the program that is identified in the ICP as the next step in achieving that person's goal.

Developing an ICP begins with the intake interview conducted with the probationer. During this interview, information is collected regarding the probationer's personal, medical, vocational, and educational histories. The probationer's reasons for attending Chicago City-Wide College (CCC) programs are recorded as well as interests, needs, and goals.

The probationer is then referred to the first step in the process of achieving the stated goals.

Step 5 Referral

Once the probationer has been referred to a program, there may be a waiting period. If that program has a waiting list or does not begin a new session for awhile, the individual will be referred to available programs that may be beneficial while awaiting the preferred program opening.

The probationer's progress and/or success in completing these steps is monitored by the staff involved. If the probationer is experiencing difficulty in any of the steps toward achieving the goal, the appropriateness of the goal with respect to the probationer's capabilities, needs, and interests must be reassessed.

At this point it is possible that all or part of the ICP must be revised. The plan then will be continued or implemented and the monitoring process will begin and continue through completion of the plan.

Step 6 Follow-up

Debbie Easley, Project Liaison, will conduct a monthly follow-up and will submit a monthly progress report (see Sample Form 7, Monthly Progress Report) on each probationer to the probation officer until the end of the project.

Sample Form 7

MONTHLY PROGRESS REPORT

Participant Name: ____________________

Referring Officer: ____________________

Reporter: ____________________

Date of Report: ____________________

Comments: ____________________

AGENCIES AND RESOURCES

In order to form appropriate linkages to develop and implement career planning activities for adult probationers, it is necessary to recognize and understand educational resources offered by Illinois service providers. The following agencies represent a few of the primary service providers whose services should become familiar to probation officers.

ADULT EDUCATION

Question: **What is Adult Education?**

Answer: The Adult Education Act of 1965, as amended, provides for organized, systematic instruction and related educational services for adults 16 years and older who do not have a high school diploma or have not achieved an equivalent level of education and who are not otherwise enrolled in school.

Question: **What type of programs are offered through Adult Education?**

Answer: Adult Education programs provide instruction in the following areas:

* Adult Basic Education (ABE)/Literacy--elementary academic skills
* Adult secondary education including preparation for the General Education Development (GED) Test and High School credit courses
* Vocational training at the secondary level
* English as a Second Language (ESL)
* Life-coping skills
* Job-seeking skills
* Individualized literacy tutoring

Question: **What are the eligibility requirements to attend Adult Education programs?**

Answer: State and federal laws support services for those who (1) are at least 16 years of age, (2) do not have a high school diploma or have not achieved an equivalent level of education, and (3) are not currently enrolled in school.

Question: **Are support services available for individuals attending Adult Education programs?**

Answer: Provisions are made by federal and state law for child care, transportation, testing and assessment, and guidance counseling.

Question: What is the cost to attend Adult Education programs?

Answer: Programs are provided free or at a minimal cost to qualified learners through federal and state grants to the school.

Question: What is Adult Basic Education (ABE)?

Answer: ABE refers to classes designed to teach and review elementary reading, writing, and mathematics skills necessary to function satisfactorily in today's society. Students may or may not be high school graduates.

Question: What is literacy tutoring?

Answer: Literacy tutoring refers to individualized tutoring in basic reading, writing, mathematics, and real life coping skills in one-on-one or small group settings.

Question: What is English as a Second Language (ESL)?

Answer: ESL instruction is designed to improve the reading and speaking proficiency of students with little or no knowledge of English. Students may receive this instruction through beginning, intermediate, and advanced classes or through literacy tutoring.

Question: What is high school credit?

Answer: High school credit refers to certain evening courses which carry a high school credit option and meet requirements for high school graduation. Diploma requirements are established by the student's local high school district. Individuals seeking a high school diploma should consult with their local school district before beginning a program of study.

Question: What is General Educational Development (GED)?

Answer: The GED exam is a series of five tests which demonstrate that an individual has acquired the fundamental equivalency of a high school education. An individual who has passed the exam is eligible to receive a High School Equivalency Certificate from the Illinois State Board of Education.

GED instruction is designed to help eligible students review the five subject areas covered on the GED exam and to complete the required testing in the areas of the United States Constitution and State of Illinois Constitution exams.

Question: **What is Vocational Education/Training?**

Answer: Vocational education includes a variety of short-term programs designed to help adults acquire the necessary skills for immediate first-time employment, career transitions, and career development. Five occupational areas are recognized by the Illinois State Board of Education/Department of Adult, Vocational, and Technical Education: agriculture; health occupations; industrial; business, marketing, and management; and home economics.

ADULT EDUCATION PROGRAM

PROGRAM TITLE: Adult Basic Education/Literacy

DESCRIPTION: To provide instruction for persons 21 years old or older, and for persons younger than 21 whose schooling has been interrupted and who are not otherwise enrolled in school. The purpose is to provide these individuals with such additional basic education and other instruction needed to increase their qualifications for employment or for other means of self-support and their ability to meet their responsibilities as citizens. This includes courses regularly accepted for graduation from elementary school, and for Americanization classes, English as a Second Language classes, and literacy instruction.

Adult basic education classes are frequently operated at locations such as elementary and secondary schools, community colleges, learning centers, work sites, and public libraries.

ELIGIBILITY REQUIREMENTS: Individuals must be at least 21 years of age. However, those who are younger than 21, who are not enrolled in school and who have less than a high school degree, are also eligible.

SUPPORTIVE SERVICES: Provisions are made by federal and state law for child care, testing and assessment, and guidance counseling.

REFERRAL/ APPLICATION PROCEDURE: Each adult education program has its own intake and testing procedures. Any applicant should contact the local program they wish to attend.

STATE ADDRESS/ CONTACT:

Noreen Lopez, Manager
Adult Education Section
Illinois State Board of Education
100 North First Street
Springfield, IL 62777
(217) 782-3370

ADULT EDUCATION PROGRAM

PROGRAM TITLE: Adult Secondary Education/General Educational Development (GED)/Vocational Training

DESCRIPTION: To provide instruction for persons 21 years old or older, and for persons younger than 21 whose schooling has been interrupted and who are not otherwise enrolled in school. The purpose is to provide these individuals with such additional education, vocational skill training, and other instruction as may be necessary to increase their qualifications for employment or for other means of self-support and their ability to meet their responsibilities as citizens. This includes courses regularly accepted for graduation from elementary or high schools and for Americanization and General Educational Development (GED) review classes. (See "GED Information.")

Supportive services and job search assistance are also provided to students in some programs.

ELIGIBILITY REQUIREMENTS: Individuals must be at least 21 years of age. However, those who are younger than 21, who are not enrolled in high school and who have less than a high school degree, are also eligible.

SUPPORTIVE SERVICES: Provisions are made by federal and state law for child care, transportation, testing and assessment, and guidance counseling.

REFERRAL/ APPLICATION PROCEDURE: Each adult education program has its own intake and testing procedures. Any applicant should contact the local program they wish to attend.

STATE ADDRESS/ CONTACT:

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Illinois State Board of Education
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Springfield, IL 62777
(217) 782-3370

ADDITIONAL INFORMATION:

High school credit courses are also available and are intended to meet the needs of clients requiring only a few more Carnegie units to receive a high school diploma. A counselor will evaluate a student's high school transcripts to determine whether that individual should choose the GED or high school credit route for a degree. The courses offered in the high school credit program will vary, but will include all courses required for graduation from high school.

The GED exam is taken as an alternative to formalized high school experiences which lead to a degree. This exam offers an individual the opportunity to obtain an equivalent degree by showing proficiency in areas of writing, social studies, science, literature, and mathematics, but without formal graduation from a high school program.

Specific information pertaining to the GED exam follows.

GED INFORMATION

The GED Tests

The GED Tests are five tests in the areas of Writing Skills, Social Studies, Science, Literature and the Arts, and Mathematics. The questions in each of these tests require you to use general knowledge and thinking skills. Few questions ask about facts, details, or definitions.

Contents of the GED Tests

With the exception of Part II of the Writing Skills Test, which requires the student to write an essay, all questions on the GED Test are multiple choice with five possible answers given. The questions range from easy to hard and cover a wide range of subjects.

The contents of the tests are as follows:

Writing Skills			
	Part I		**(55 questions, 75 minutes)**
		35%	Sentence Structure
		35%	Usage
		30%	Spelling, Punctuation, Capitalization
	Part II		**(essay, 45 minutes)**
Social Studies			**(64 questions, 85 minutes)**
		25%	History
		20%	Economics
		20%	Political Science
		15%	Geography
		20%	Behavioral Sciences
Science			**(66 questions, 95 minutes)**
		50%	Life Science
		50%	Physical Science
Interpreting Literature and the Arts			**(45 questions, 65 minutes)**
		50%	Popular Literature
		25%	Classical Literature
		25%	Commentary on Literature and the Arts
Mathematics			**(56 questions, 90 minutes)**
		50%	Arithmetic
		30%	Algebra
		20%	Geometry

Extended test times are available for handicapped upon approved application.

GED Eligibility Requirements

Individuals are eligible to take the GED tests if they are not currently enrolled in high school, if they have not graduated from high school, and if they meet the requirements set by the State of Illinois.

GED Identification Requirements

The following is a checklist of items required before an examinee is allowed to take the GED examinations. This checklist may be given to students to aid them in organizing the needed items they must assemble in preparation for taking the GED exams. Please check off these items as you assemble them.

You are required to bring these items with you to the Testing Center at least one-half hour before your first testing time.

All examinees must bring:

_____ 1. An official PICTURE IDENTIFICATION such as an Illinois Driver's License or an Illinois I.D. card with a current Lake County address. If your Social Security number or date of birth does not appear on the PICTURE IDENTIFICATION, then bring your Social Security Card and/or a copy of your birth certificate.

_____ 2. $15 in cash.

_____ 3. If you have previously taken any of the GED exams at another TESTING CENTER, bring your examination completion card and arrange for an official GED transcript to be sent to your current TESTING CENTER.

_____ 4. If you have proof of passing both the United States and Illinois Constitution tests, then bring them on your first test day. This proof must be presented to your TESTING CENTER before you complete the GED testing process.

This proof will either be a letter from an Illinois high school or a form from a GED Preparation Class stating that you have passed the required Constitution examinations. If you have not passed the Constitution tests, you may do so at the TESTING CENTER. Study materials are available at the TESTING CENTER upon request.

ANYONE UNDER 19 YEARS OF AGE must also meet specific conditions in order to begin testing. Please bring the necessary documentation to the TESTING CENTER before taking the first exam in order to qualify.

I. If you are 18 YEARS OLD and your class HAS GRADUATED bring

_____ a letter from your high school principal or superintendent stating the day, month, and year that your class graduated.

II. If you are 18 YEARS OLD and have been OUT OF SCHOOL ONE FULL YEAR and your class has NOT GRADUATED, then bring the following forms.

_____ A letter from your high school principal or superintendent stating

1. the date of withdrawal from the high school you attended.
2. the date your class will graduate.

3. whether or not you have passed both the Illinois and United States Constitution tests.

III. If you are 17 OR 18 YEARS OLD, and a parent, or in the case of a female, an expectant parent, you must bring

_____ a copy of the child's birth certificate, or

_____ a letter from your doctor stating the expected delivery date for your unborn child.

IV. If you are 17 YEARS OLD and have been OUT OF SCHOOL for ONE FULL YEAR, you must bring the following items:

_____ A letter from your high school principal or superintendent stating

1. the date of withdrawal from the high school you attended.
2. the date your class will graduate.
3. whether or not you have passed the Illinois and United States Constitution tests.

_____ A letter from your parent or guardian giving us permission to administer the GED exams to you.

_____ An authorizing letter, on an official letterhead, stating that you must complete the GED exams prior to being considered for entry into one of the following programs:

1. A letter from an Armed Forces recruiter.
2. A letter from a director of an apprenticeship program.
3. A letter from a college admissions officer.

V. If you are 17 or 18 YEARS OLD and are a ward of the court, or confined in an Illinois State or County correctional facility, with written permission from the presiding judge; or a member of the armed forces on active duty, stationed in Illinois, you may take the GED exam after providing documentation.

ADULT EDUCATION PROGRAM

PROGRAM TITLE: English-as-a-Second-Language (ESL)

DESCRIPTION: While many services for the client with limited English proficiency fall into the category of basic skills, the services have been separated here to emphasize the unique need of this population. Such services will exist only in those adult education centers where the appropriate population dictates a need. Services for these clients are intended to develop language skills, vocational skills, and cultural awareness skills for the clients to function successfully in society and the workplace. Most programs integrate life skills and cultural awareness in the regular offerings of an English-as-a-Second-Language program. Such offerings may vary from one classroom serving several functional language levels to offerings of six or eight different levels in separate classes. When the client population is large enough, the services of a bilingual counselor may also be available.

ELIGIBILITY REQUIREMENTS: Adults or out-of-school youth 16 years of age or older who have limited ability in speaking, reading, writing, or understanding the English language and whose native language is a language other than English are eligible.

SUPPORTIVE SERVICES: Provisions are made by federal and state law for child care, transportation, testing and assessment, and guidance counseling.

REFERRAL/ APPLICATION PROCEDURE: Each adult education program has its own intake and testing procedures. Any applicant should contact the local program they wish to attend.

STATE ADDRESS/ CONTACT:

Noreen Lopez, Manager
Adult Education Section
Illinois State Board of Education
100 North First Street
Springfield, IL 62777
(217) 782-3370

ADDITIONAL INFORMATION:

Citizenship training is also available for immigrants. Such classes teach the basis of the American way-of-life, the Constitution, and government. These classes help individuals prepare for the exam given by the Immigration and Naturalization Service when they apply for citizenship.

ADULT EDUCATION PROGRAM

PROGRAM TITLE: Area Planning Councils (APCs)

DESCRIPTION: Area Planning Councils were organized in 1982 to facilitate the development and coordination of adult education programs. Divided into 41 councils statewide, generally following the boundaries of the community college districts, providers of adult education develop an annual plan of service delivery based upon the educational needs of adults in the area.

The purpose of the councils is to plan for providing unduplicated services to the entire area in the most efficient and effective manner possible. Ranging from eight providers in one area to a single provider in another, APCs coordinate programming for staff development and training, for support service delivery, and for creatively meeting the needs of their students and staff.

ELIGIBILITY REQUIREMENTS: State and federal laws support services for those who are at least 16 years of age, do not have a high school diploma or have not achieved an equivalent level of education, and are not currently enrolled in school.

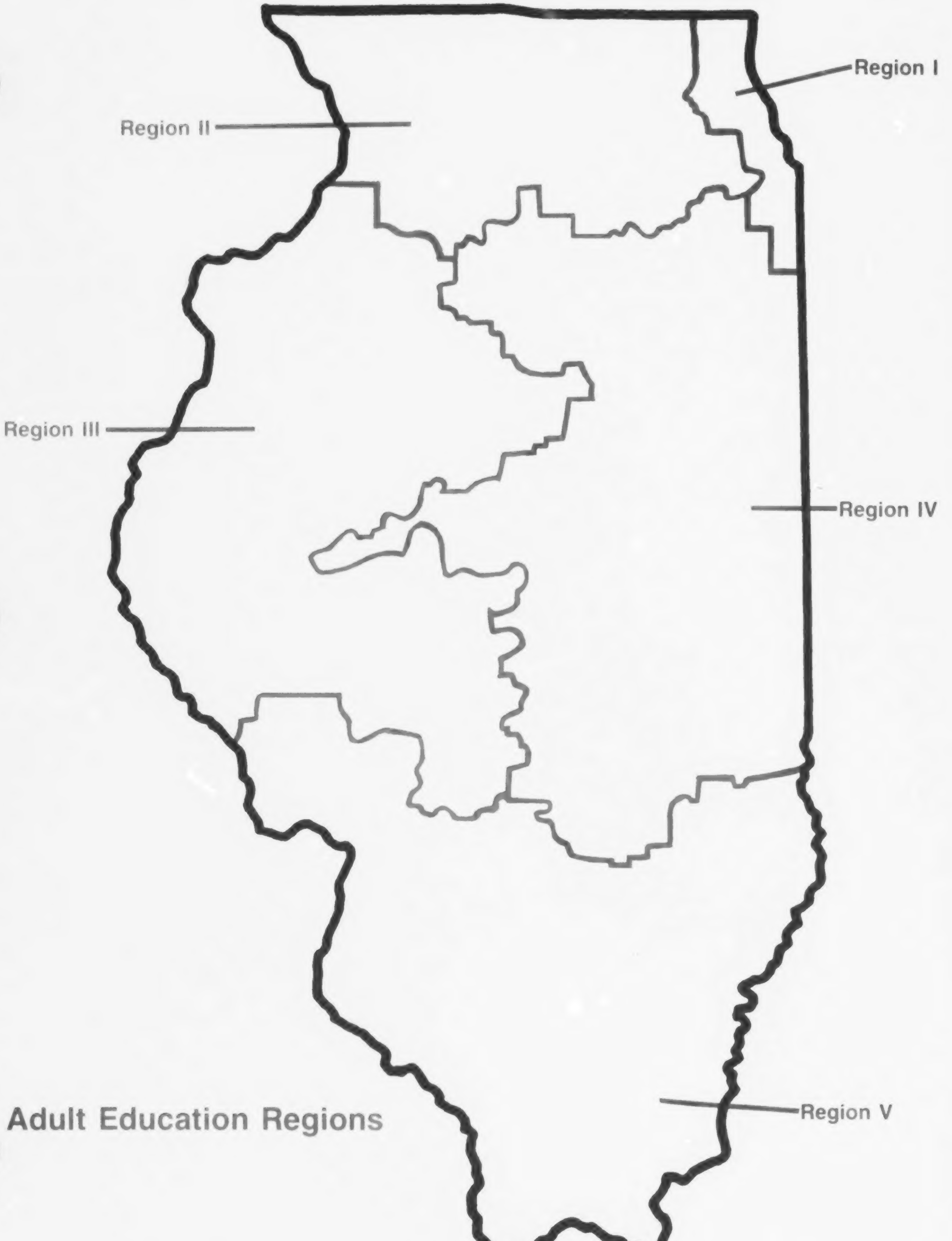
SUPPORTIVE SERVICES: Local programs have organized support activities to enhance retention and student involvement. These have included hot lunch programs, car pool arrangements, commencement ceremonies, student newspapers, and many other self-supporting ventures. Additionally, provisions are made by federal and state law for child care, transportation, testing and assessment, and guidance counseling.

REFERRAL/ APPLICATION PROCEDURE: Each Area Planning Council determines its own advisory council procedure. Those interested in participating in the planning process can contact their local adult education program.

STATE ADDRESS/
CONTACT:

Noreen Lopez, Manager
Adult Education Section
Illinois State Board of Education
Department of Adult, Vocational, and
Technical Education
100 North First Street
Springfield, IL 62777
(217) 782-3370

Area
Planning
Council


Region I
Region II
Region III
Region IV
Region V

Adult Education Regions

BEST COPY AVAILABLE

ILLINOIS STATE BOARD OF EDUCATION
ADULT EDUCATION SECTION

Educational Specialists

Region I Cook and Lake Counties	Betsy Heotis Illinois State Board of Education State of Illinois Center Suite 14-300 100 West Randolph Chicago, IL 60601 (312) 917-2708
Region II Northwestern Illinois	VACANT (To be served by Betsy Heotis until position can be filled)
Region III West Central Illinois	Mike Rein Illinois State Board of Education 100 North First Street Springfield, IL 62777 (217) 782-3370
Region IV East Central Illinois	Charmaine Young 33 Colony West Champaign, IL 61820 (217) 359-9124
Region V Southern Illinois	Stephen Schumacher Rural Route #4, Box 174 Carbondale, IL 62901 (618) 457-8890

ADULT EDUCATION PROGRAMS
REGION I

Mr. James E. Planer
Director, Bureau of Adult Education
Chicago Board of Education
1819 West Pershing
Chicago, IL 60609
(312) 890-8869

Mr. Talmadge C. Guy
Associate Vice Chancellor
Basic/Continuing Education
City Colleges of Chicago
226 West Jackson Blvd., Suite 1343
Chicago, IL 60606-6998
(312) 855-8112

Ms. Goldie Boldridge-Brown
Director, Vocational and
Adult Education
Evanston Township High School
1600 Dodge Avenue
Evanston, IL 60204
(312) 492-3877

Ms. Patricia Mulcrone
Associate Professor/Chair
Adult Education Development
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, IL 60067
(312) 397-3000

Mr. Robert V. Torsberg, Director
Highland Park-Deerfield High
School
1040 Park Avenue West
Highland Park, IL 60035
(312) 432-6510, ext. 310

Ms. Mary Charuhas
Adult Education
College of Lake County
19351 W. Washington Street
Grayslake, IL 60030
(312) 223-6601

Mr. James Morgan
Coordinator of Basic English
Lake Forest High School
1285 N. McKinley Road
Lake Forest, IL 60045
(312) 234-3600

Mr. Philip Bobich
Program Director, Adult Education
Moraine Valley Community College
10900 S. 88th Avenue
Palos Hills, IL 60465
(312) 974-4300, ext. 302

Ms. Kathy Jaycox, Dean
Continuing Education & Community
Services
Morton College
3801 S. Central Avenue
Cicero, IL 60650
(312) 656-8000

Mr. Richard V. Chierico
Director of Community Education
and Services
(Mt. Prospect) Township High
School District #214
2121 S. Goebbert Road
Arlington Heights, IL 60005
(312) 437-1780

Mr. James Shepard, Director
Mundelein Consolidated High
School
1350 West Hawley
Mundelein, IL 60060
(312) 949-2200

Mr. A. D. Williams
Director of Adult Education
North Chicago Comm. High School
1717-17th Street
North Chicago, IL 60064
(312) 578-7400

Ms. Barbara Rizzo
Director of MONNACEP
Oakton Community College
1600 East Golf Road
Des Plaines, IL 60016
(312) 635-1807

Mr. Frank Bonnike
Director of Program Services
PACE Institute, Inc.
2600 S. California Avenue
Division One
Chicago, IL 60608
(312) 927-1536

Mr. Dennis F. Douglas
Director of Continuing
Education Program
(Palatine) Township High School
District 211
1750 S. Roselle Road
Palatine, IL 60067
(312) 359-7233

Ms. Joan Simon
Director, Special
Programs
Prairie State College
202 South Halsted
Chicago Heights, IL 60411
(312) 756-3110

Dr. Gloria Taylor
Dean of Community Service
South Suburban College of
Cook County
15800 S. State Street
South Holland, IL 60473
(312) 596-2000

Mr. Fred Scheid
Adult Basic Education
Triton College District 504
2000 N. Fifth Avenue
River Grove, IL 60171
(312) 456-0300, ext. 341

Mr. John Shubitz
Director of Adult Education
Waukegan East H.S. Dist. 60
1011 Washington Street
Waukegan, IL 60085
(312) 623-6162

Mr. Robert Giles
Adult Education
J. Sterling Morton High School
2423 S. Austin Boulevard
Cicero, IL 60650
(312) 656-2300, ext. 230

Mr. Peter Seagard
Adult Education
Warren Township High School
(Lake Forest West Campus)
300 South Waukegan Road
Lake Forest, IL 60045-2699
(312) 295-7221, ext. 34

Mr. James D. Rogers
Director, Adult Education
Round Lake Area Schools
316 South Rosedale
Round Lake, IL 60073
(312) 546-5522

ADULT EDUCATION PROGRAMS
REGION II

Mr. Trevor T. Steinbach
Director of Secondary Programs
Aurora East District #131
417 Fifth Street
Aurora, IL 60505
(312) 844-5561

Ms. Joanna Escobar
Director of Adult Education
College of DuPage
Extension College
22nd Street and Lambert Road
Glen Ellyn, IL 60137
(312) 858-2800, ext. 2548

Mr. Scott Ebaugh
Elgin Community College
1700 Spartan Drive
Elgin, IL 60120
(312) 888-6904

Dr. Alan Robinson, Director
Adult Vocational & Career Education
Elgin School District U-46
46 S. Gifford Street--Room 303
Elgin, IL 60120
(312) 888-5318

Mr. Craig Knaack, Director
Adult and Continuing Education
Highland Community College
Pearl City Road
Freeport, IL 61032
(815) 235-6121

Ms. Evelina Jose Cichy
Director of Special Programs
Kishwaukee College
Malta Road
Malta, IL 60150
(815) 825-2086

Mr. Elmer Chessman
Principal of Adult Education
Lyons Township High School
100 South Brainard Avenue
LaGrange, IL 60525
(312) 579-6300

Mr. Ed Elsner
Director of Adult Education
McHenry County College
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Crystal Lake, IL 60014
(815) 455-3700

Ms. Connie Frazier
Basic Skills Program
Rock Valley College
3301 North Mulford
Rockford, IL 61101
(815) 654-4454

Mr. George Hayward
Director of Adult Education
Rockford Board of Education
201 South Madison Street
Rockford, IL 61101
(815) 966-3000
(815) 966-3250 (Washington Ctr.)

Mr. Mike Seguin
Program Director/Assistant Dean
Sauk Valley College
Rural Route 5
Dixon, IL 61021
(815) 288-5511

Mr. Robert H. Barragree
Director of Adult Education
Sterling High School District 5
1608 Fifth Avenue
Sterling, IL 61081
(815) 626-5810

Ms. Sandra Graham
Adult Education
Waubonsee Community College
Aurora Campus
5 East Galena
Aurora, IL 60506
(312) 892-3334

Mr. Donald K. Zabelin
Director of Adult Education
West Chicago Community High
School 94
326 Joliet Street
West Chicago, IL 60185
(312) 231-0880

ADULT EDUCATION PROGRAMS
REGION III

Dr. Otto Schweinberger
Dean, Continuing Education
and Community Services
Black Hawk College
6600-34th Avenue
Moline, IL 61265
(309) 796-1311, ext. 1360

Mr. Ronald A. Kinser
Department of Corrections
1301 Concordia Court
Springfield, IL 62702
(217) 522-2666

Mr. Len Bogle, Principal
Washington School
524 South Kosciusko Street
Jacksonville, IL 62650
(217) 243-6711

Mr. Clyde Farwell
Regional Office of Education
200 West Broadway
Monmouth, IL 61462
(309) 734-6822

Mr. Byron McCormick
Principal of Adult Education
Peoria Adult Education Center
129 South Warren Street
Peoria, IL 61605
(309) 672-6703

Mr. Eugene Willimann
Director of Adult Education
Quincy Public Schools
219 Baldwin Drive
Quincy, IL 62301
(217) 224-3770

Mrs. Cathy White
Director of Adult Education
Carl Sandburg College
2232 South Lake Storey Road
Galesburg, IL 61401
(309) 344-2518

Ms. Pat Trent
Director, Developmental Studies
Spoon River College
Rural Route 1
Canton, IL 61520
(309) 647-4645, ext. 225

Dr. Jack Pfeiffer
Principal of Adult Education
Springfield Public Schools
District 186
Lawrence Adult Education Center
101 East Laurel Street
Springfield, IL 62704
(217) 525-3144

Ms. Geraldine Carter
Program Administrator
John Wood College
150 South 48th Street
Quincy, IL 62301
(217) 224-6500, ext. 10

Ms. Nancy Varness
Adult Education Program
Illinois Central College
East Peoria, IL 61635
(309) 694-5343

Mrs. Rosalind Bruce
Director, Special Projects
Lincoln Land Community College
Shepard Road
Springfield, IL 62708
(217) 786-2350

Mr. Tom Whitter
Peoria County Sheriff's Department
301 North Maxwell Road
Peoria, IL 61604-5280
(309) 697-8515

Dr. Dale Dickerson
Assistant Superintendent
Bethalto Community Unit
322 East Central Street
Bethalto, IL 62010
(618) 377-7205

Mr. Michael Agone and
Ms. Patricia Painter
Adult Education
Lewis and Clark Community
College
5800 Godfrey Road
Godfrey, IL 62035
(618) 466-3411, ext. 438

Ms. Peggy Cook
Director
Macoupin County Alternative
School
Post Office Box 169
Carlinville, IL 62626
(217) 854-4016

ADULT EDUCATION PROGRAMS

REGION IV

Ms. Joyce Fritsch
Program Coordinator
DeWitt/McLean County
Regional Office
312 Courthouse, Box 3125
Bloomington, IL 61701
(309) 828-3309

Mr. Marty Barrett
Director, Adult Education
Champaign/Ford Counties
Adult Education
Post Office Box 958
Rantoul, IL 61866
(217) 893-3219

Ms. Linda Heeren, Director
Adult/Developmental Education
Danville Area Community College
2000 East Main Street
Danville, IL 61832
(217) 443-8878

Mr. T. James Oettel
Director of Vocational Education
Decatur Area Vocational Center
300 East Eldorado Street
Decatur, IL 62523
(217) 424-3014

Ms. Marie Griffin
Director, Adult Education
Illinois Valley Community College
Rural Route 1
Oglesby, IL 61348
(815) 224-2720

Dr. Terry Irby, Supervisor
Adult Basic Education
Joliet Junior College
Renaissance Center
214 N. Ottawa Street
Joliet, IL 60431
(815) 727-6544, ext. 1449

Dr. Robert M. Beach
Director of Evening School
Joliet Township High School
201 East Jefferson Street
Joliet, IL 60432
(815) 727-6875

Mr. Richard J. Frey
Dean of Continuing Education
Kankakee Community College
Post Office Box 888, Rural Route 1
Kankakee, IL 60901
(815) 933-0203

Dr. J.T. Keesee, II
Director of Federal Projects
Kankakee School District #111
240 Warren Avenue, Room 112
Kankakee, IL 60901
(815) 933-0707

Ms. Becky Dorgan
Director, Adult Education
Lake Land College
South Route 45
Mattoon, IL 61938
(217) 235-3131, ext. 306

Mr. Robert Dorch
Director
Lincoln Community High School
1000 Primm Road
Lincoln, IL 62656
(217) 732-4131

Mr. Neil Loveall
Director, Adult Education
Macon County Regional
Superintendent of Schools
363 North Water Street
Decatur, IL 62523
(217) 428-5701

Mr. H.A. Sherline, Director
Mattoon Area Adult Education
Center
1617 Lakeland Boulevard
Mattoon, IL 61938
(217) 235-0361

Mr. John Pastor
Administrator
Pana Learning Center
400 West Orange
Pana, IL 62557
(217) 562-4533

Mrs. Sandra Boileau
Director of Special Programs
and Community Services
Parkland College
2400 West Bradley Avenue
Champaign, IL 61820
(217) 351-2200

Ms. Janna Lutovsky
Director of Adult Education
Richland Community College
2425 Federal Drive
Decatur, IL 62526
(217) 875-7200, ext. 266

Mr. John Muirhead, Director
Adult and Vocational Education
Urbana School District 116
706 East Elm Street
Urbana, IL 61801
(217) 384-3530

Mr. Tim Deaver
Prairie Central
411 North 7th
Fairbury, IL 61739
(815) 692-2355

ADULT EDUCATION PROGRAMS
REGION V

Ms. Mary Brady
Basic Education Department
Belleville Area College
2500 Carlyle Road
Belleville, IL 62221
(618) 235-2700

Ms. Patricia Orsburn, Director
Five-County Regional Cooperative
for Adult Education
1615 Commercial Avenue
Cairo, IL 62914
(618) 734-4212

Dr. Glen Blackstone
Vocational Director
Carbondale Community High
School
200 North Springer Street
Carbondale, IL 62901
(618) 457-3371, ext. 29

Mr. Ronald R. Ganschinietz
Collinsville Unit School
District #10
201 West Clay Street
Collinsville, IL 62234
(618) 345-5350

Mr. Elmo Bush, Administrator
Adult Education
School District 189
1005 South State Street
East St. Louis, IL 62201
(618) 874-4088

Mr. Richard L. Mason
President
Frontier Community College
Rural Route 1
Fairfield, IL 62837
(618) 842-3711

Ms. Ruth Barczewski
Adult Education Director
Kaskaskia College
Shattuc Road
Centralia, IL 62801
(618) 532-1982

Mr. Alan Moore, Director
Lawrenceville High School
Eighth and Charles Street
Lawrenceville, IL 62439
(618) 943-2326

Ms. Johan Obis
Director, Adult Basic and
Developmental Education
John A. Logan College
Carterville, IL 62918
(618) 985-3741

The Honorable James M. Carpenter
Regional Superintendent
Monroe/Randolph Counties
Randolph County Courthouse
#1 Taylor Street
Chester, IL 62233
(618) 826-5471

Mr. Ron Thomas
Director of Adult Education
Murphysboro High School
Blackwood Drive
Murphysboro, IL 62966
(618) 687-3231

Ms. Sherry Jones, Director
Developmental Skill Center
Rend Lake College
Rural Route 1
Ina, IL 62846
(618) 437-5321

Dr. Richard D. Hagan
Director of Adult Education
Southeastern Illinois College
Rural Route 4, College Drive
Harrisburg, IL 62946
(618) 252-6376, ext. 334

Ms. Lynette C. Wolff
Coordinator, Adult Education
Southern Illinois University
Evaluation and Developmental
Center
500-C Lewis Lane
Carbondale, IL 62901
(618) 453-2331

Mr. Booker Jackson
Director of Adult Education/
Public Services
State Community College of
East St. Louis
601 James R. Thompson Boulevard
East St. Louis, IL 62201
(618) 274-6666, ext. 335

Mr. Peter Ponce, Director
Venice-Lincoln Technical Center
South Fourth Street
Venice, IL 62090
(618) 874-7792

Ms. Pat Hunsaker, Director
St. Clair County Adult Education
1505 Caseyville Avenue
Belleville, IL 62220
(618) 277-9830

Mr. John Hawkins
Assistant Regional Superintendent
Jackson/Perry Counties
Jackson County Courthouse
Murphysboro, IL 62966
(618) 684-2158

Mr. George A. Floyd
Dean of Continuing Education
Shawnee College
Shawnee College Road
Ullin, IL 62992
(618) 634-2242

LOCAL TRAINING PROGRAM FORM

1. Name of **Agency**: ______________________________
2. Training **Program** Name: ______________________________
3. Program **Length** is ______ weeks
4. Program **Hours** are ______________________________
5. Brief Description of Program **Content**: ______________________________

   ____

   ____

   ____

   ____

6. **Starting Dates** for

   January: __________
   February: __________
   March: __________
   April: __________
   May: __________
   June: __________
   July: __________
   August: __________
   September: __________
   October: __________
   November: __________
   December: __________

7. Program **Eligibility** Requirements:

   JTPA Income Levels ______ yes ______ no
   Age Range: ____________
   Service Area: ______________________________
   Pre-Test Given? ______ yes ______ no
   Instrument Used: ______________________________
   Entrance Score Required: ______________________________

8. Program **Registration** Process:

   Telephone #/Contact Name: ______________________________
   How to Sign Up: ______________________________
   Registration Period: ______________________________
   Number of Slots/Year: ______________________________

9. **Supportive Services** Available:

   Day Care Assistants ______ yes ______ no
   Transportation ______ yes ______ no
   Lunch ______ yes ______ no
   Individual Tutoring ______ yes ______ no
   Other: ______________________________

10. **Placement Record** (% of graduates): ______________________________

Your Name/Title: ______________________________ Date: ____________

____

LOCAL SERVICE PROVIDER FORM

Service Provider: ______________________________

Address: ______________________________

(_____) If checked here, see additional pages for multiple locations.

Phone: ( ) ______ - ________ After Hours Phone: ( ) ______ - ________

Contact Person: ______________________________

Office Hours: ______________________________

Geographical Area Served: ______________________________

Ages Served: ______________________________

Services Provided: ______________________________

____

____

____

Fees: ______________________________

____

Accreditation/Services Licensed for ______________________________

____

Type of Client to be Referred to Service Provider: ______________________________

____

____

Client Referral Process: ______________________________

____

____

____

Tracking/Monitoring Method: ______________________________

____

____

Comments: ______________________________

____

____

____

Prepared by ______________________________

Date: ______________________________

THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

Question: **What is the Department of Commerce and Community Affairs?**

Answer: The Department of Commerce and Community Affairs (DCCA) administers the largest amount of federal employment and training dollars in Illinois. Its mission is to promote job opportunities, to provide a skilled and productive work force for employers, and to enhance the state's business climate and economy. Programs administered by DCCA include the federal Job Training Partnership Act (JTPA) and the following three state employment and training programs: Industrial Training Program (ITP), Displaced Homemaker Program (DHP), and Displaced Farmers and Manufacturing Workers Program (DFMWP).

Question: **Which of these programs are most appropriate for probationers?**

Answer: The Job Training Partnership Act and the Displaced Homemakers Program are the most appropriate training programs for adult probationers.

Question: **What is the Job Training Partnership Act (JTPA)?**

Answer: The Act, PL 97-300, has specific mandates for services to economically disadvantaged youth, adults, and displaced workers. The JTPA program funding is divided into three titles: Title II-A serves economically disadvantaged adults and youth; Title II-B is a summer youth program whose funding runs from May through September; and Title III serves dislocated workers.

Question: **Who administers contracts for the JTPA?**

Answer: Service Delivery Areas (SDAs) are composed of one or more general units of local government that promote delivery of local job training services. The areas are to be consistent with labor market areas or standard metropolitan statistical areas, or the designated SDAs may be consistent with the area where related services are provided under other state or federal programs. Title III services are administered by dislocated worker centers housed primarily in community colleges.

Question: **How are JTPA funds allocated?**

Answer: The DCCA receives the allocation of JTPA dollars for Illinois. A large majority of these dollars (78%) flow directly to the SDAs, while a smaller percentage (22%) is reserved for special programs and administrative costs. (For specific information, see "JTPA Fund Allocation" on the following page.)

Question: **What is a displaced homemaker?**

Answer: Displaced homemakers are individuals who have worked in the home for several years providing unpaid household services, were dependent upon the income of a family member or on federal assistance, and who no longer have the support of such income.

Question: **What are Displaced Homemaker Centers?**

Answer: Having fulfilled the role of homemaker, thousands of women find themselves displaced because of the dissolution of a marriage, the death of a spouse, ineligibility for public assistance, or other loss of family income. They often lack the job skills or employment experience needed to enter the paid work force; yet they must work to survive.

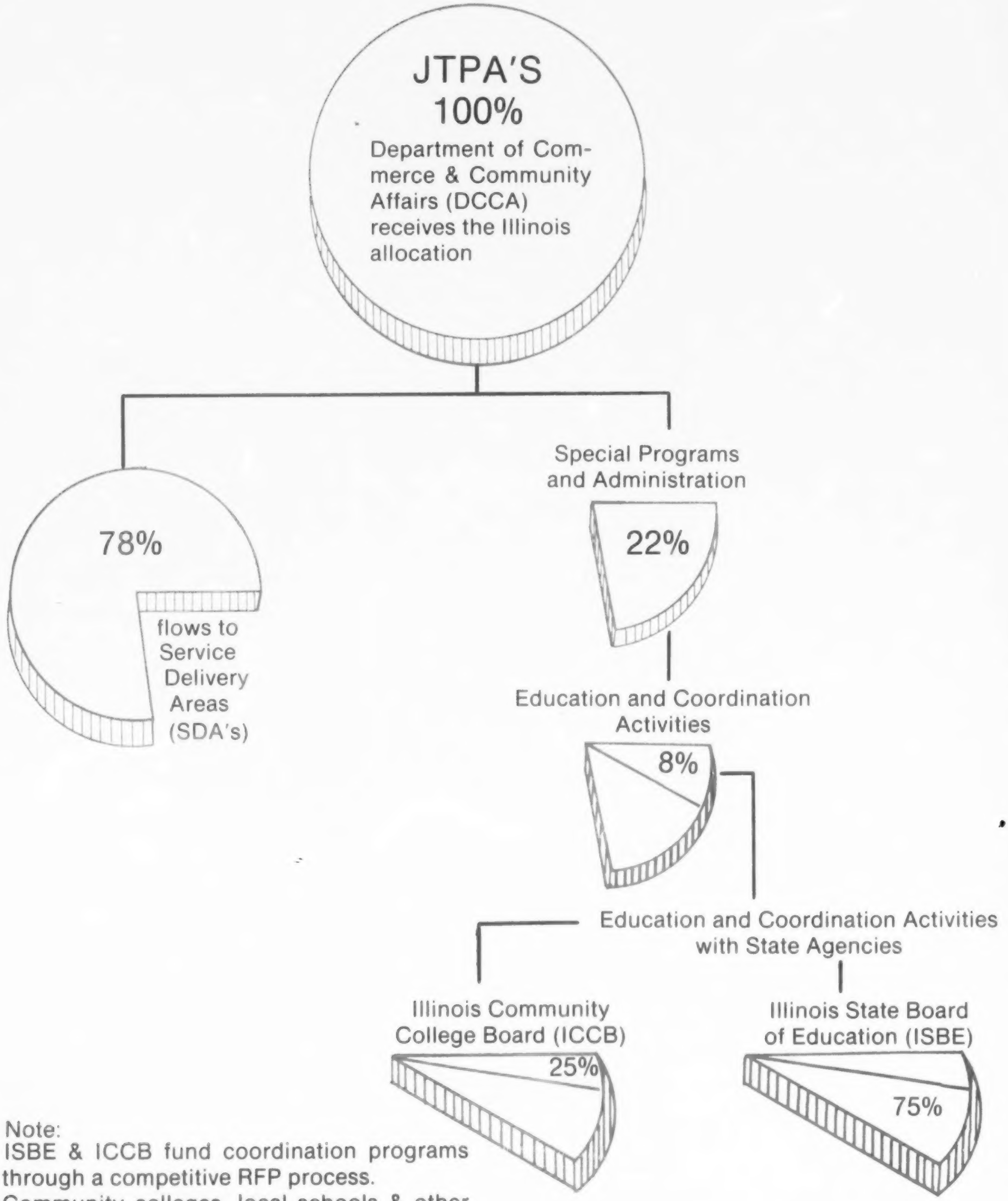
In 1977, recognizing that there continued to be an increase in the number of displaced homemakers in the state,* the Illinois General Assembly passed the Displaced Homemaker Assistance Act. The act established two centers to help these women make the transition from homemaker to breadwinner.

Since that time ten additional centers have been established. These twelve state-funded centers located throughout Illinois are committed to helping these women achieve economic independence and become financially contributing members of society. Working with the centers is the Illinois Network for Displaced Homemakers, a statewide information and referral clearinghouse.

---

*A recent report by the national Displaced Homemakers Network shows that there are more than 632,000 displaced homemakers in Illinois, and over eleven million in the U.S.

JTPA FUND ALLOCATION


JTPA'S
100%
Department of Commerce & Community Affairs (DCCA) receives the Illinois allocation
78%
flows to Service Delivery Areas (SDA's)
Special Programs and Administration
22%
Education and Coordination Activities
8%
Education and Coordination Activities with State Agencies
Illinois Community College Board (ICCB)
25%
Illinois State Board of Education (ISBE)
75%

Note:
ISBE & ICCB fund coordination programs through a competitive RFP process. Community colleges, local schools & other agencies are eligible to apply.

Question: **What services are provided by Displaced Homemaker Centers?**

Answer: Displaced homemaker programs throughout the state provide a variety of job search skills and counseling services. Although the extent of services may vary from program to program, all assistance is aimed at helping displaced homemakers become successful in the paid work force.

Programs offer the following services:

Job Search Skills

Job Readiness Workshops, which include topics such as resume writing, interviewing techniques, and assessment of homemaking and volunteer skills; assertiveness training; stress and time management; and survival skills while on the job.

Counseling

Personal counseling and support groups, which help displaced homemakers develop better coping skills and more positive self-esteem; assistance in setting personal goals; and career exploration, including assessments of interests and skills.

Referral

Identification of local community agencies, including domestic violence; legal, financial, and child care services; and health care facilities.

Education and Training

Identification of local education and training programs, including GED, adult and vocational education programs; apprenticeships; and community college and university programs.

Job Development and Placement

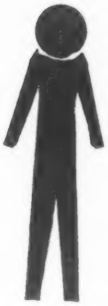
Educating local business and industry about the merits of employing displaced homemakers; and assistance in the job search process, including the identification of local employers who know the value of hiring displaced homemakers.

Question: **How can I find out what services are available in an area of the state?**

Answer: By calling the Network's toll-free number (1-800-252-4822), a woman can find out what services are available in her area. The Network also provides technical assistance to the twelve centers and to other agencies who serve displaced homemakers. In addition, it publishes a quarterly newsletter and other materials and maintains a lending library of materials on issues affecting the displaced homemaker population.

Question: **Who administers the Displaced Homemakers Programs?**

Answer: The centers and the Network receive state general revenue monies administered by DCCA. Centers also receive vocational education funds that enable them to help displaced homemakers with such support services as child care, transportation, and tuition.



THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

PROGRAM TITLE: Job Training Partnership Act - Title II-A

DESCRIPTION: Seventy-eight percent of JTPA's Title II-A is allocated by formula to SDAs for economically disadvantaged youths and adults. This act provides a wide range of training activities to prepare these individuals for unsubsidized employment. Training activities may include pre-employment training and basic skills training, outreach, world-of-work training, on-site training, on-the-job training, career training, support services, literacy and bilingual training, pre-apprenticeship, follow-up, and exemplary youth programs. Public service employment is specifically excluded by the Act.

On-the-Job Training (OJT) pays a regular wage with training costs paid to employer.

ELIGIBILITY REQUIREMENTS: JTPA programs are designed to serve economically disadvantaged individuals. In certain cases (e.g. persons identified as handicapped, ex-offenders, or dropouts), there are other substantial barriers to employment that may make an individual eligible for JTPA programs.

SUPPORTIVE SERVICES: JTPA participants may receive supportive services and/or needs-based payments. The JTPA may provide tuition, fees, transportation, and child care costs.

REFERRAL/ APPLICATION PROCEDURE: Contact, by phone, the local SDA office for pre-screening and to set up an appointment for the probationer.

STATE ADDRESS/ CONTACT:

John Taylor
Job Training Programs Division
Department of Commerce and Community Affairs
620 East Adams
Springfield, IL 62701
(217) 785-6006

THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

PROGRAM TITLE:
Job Training Partnership Act - Title II-B
The Summer Youth Employment and Training Program (SYETP).

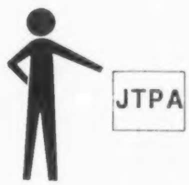
DESCRIPTION:
The Summer Youth Employment and Training Program (SYETP) offers a wide range of the training activities listed under II-A during the summer months of May through September. The majority of youths served will be enrolled in work experience; however reading and math skills will be assessed and basic and remedial education will be offered.

ELIGIBILITY REQUIREMENTS:
Economically disadvantaged (ED) youths aged 16 through 21. Also ED youths aged 14 and 15, if appropriate and set forth in local SDA plan, are eligible.

SUPPORTIVE SERVICES:
JTPA participants may receive supportive services and/or needs-based payments. The JTPA may provide cost of tuition, fees, transportation, and child care costs.

REFERRAL/ APPLICATION PROCEDURE:
Contact, by phone, the local SDA office for prescreening and to set up an appointment for the probationer.

STATE ADDRESS/ CONTACT:
John Taylor
Job Training Programs Division
Department of Commerce and Community Affairs
620 East Adams
Springfield, IL 62701
(217) 785-6006



THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

PROGRAM TITLE:

Job Training Partnership Act - Title III
Dislocated Worker Program

DESCRIPTION:

Activities and services include counseling, retraining, pre-layoff assistance, and relocation assistance. Training programs are offered that may include on-the-job training and vocational and educational training. May include cost of tuition and fees and may provide transportation and child care costs. Reimbursement is made to the employer for on-the-job training. The participant receives a regular wage.

ELIGIBILITY REQUIREMENTS:

Dislocated workers are individuals who (1) have been terminated or laid off or who have received a notice of termination or layoff from employment, are eligible for or have exhausted their entitlement to unemployment compensation, and are unlikely to return to their previous industry or occupation; or (2) have been terminated, or who have received notice of termination of employment, as a result of any permanent closure of a plant in the same or a similar occupation in the area in which individuals reside, including any older individuals who may have substantial barriers to employment by reason of age (includes dislocated farmers).

SUPPORTIVE SERVICES:

JTPA participants may receive supportive services and/or needs-based payments. The JTPA may provide tuition, fees, transportation, and child care costs. Some relocation assistance may also be provided.

REFERRAL/ APPLICATION PROCEDURE:

Contact, by phone, the local SDA office for prescreening and to set up an appointment for the probationer.

STATE ADDRESS/ CONTACT:

John Taylor
Job Training Programs Division
Department of Commerce and Community Affairs
620 East Adams
Springfield, IL 62701
(217) 785-6006

THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

PROGRAM TITLE:	Job Training Partnership Act - I-BO
DESCRIPTION:	Same as Title II-A, but for older individuals.
ELIGIBILITY REQUIREMENTS:	This program is designed to serve economically disadvantaged individuals aged 55 and older. Social security benefits are not included as income in determining eligibility.
SUPPORTIVE SERVICES:	JTPA participants may receive supportive services and/or needs-based payments. The JTPA may provide cost of tuition, fees, transportation, and child care costs.
REFERRAL/ APPLICATION PROCEDURE:	Contact, by phone, the local SDA office for prescreening and to set up an appointment for the probationer.
STATE ADDRESS/ CONTACT:	John Taylor Job Training Programs Division Department of Commerce and Community Affairs 620 East Adams Springfield, IL 62701 (217) 785-6006

THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

PROGRAM TITLE:	Displaced Homemakers Program
DESCRIPTION:	Displaced Homemaker Centers provide for assessment, career counseling, self confidence and assertiveness training, job readiness workshops, education and training referral, job development and placement, job club, support services, and referral to other appropriate educational agencies. Centers utilize available educational and training resources in their area, including JTPA, community colleges, and adult education centers.
ELIGIBILITY REQUIREMENTS:	A displaced homemaker is a person who has worked in the home for a substantial number of years, providing unpaid household services for family members; is not gainfully employed; has difficulty in securing employment; and was dependent on the income of another family member, but is no longer supported by such income, or was dependent on federal assistance, but is no longer eligible for such assistance.
SUPPORTIVE SERVICES:	Support services may include payment of tuition, child care, and transportation costs.
REFERRAL/ APPLICATION PROCEDURE:	Contact the closest Displaced Homemaker Center to schedule an appointment.
STATE ADDRESS/ CONTACT:	Jill Halverson Job Training Programs Division Department of Commerce and Community Affairs 620 East Adams Springfield, IL 62701 (217) 785-6036
ADDITIONAL INFORMATION:	For additional information call toll-free (800) 252-4822.

THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS

PROGRAM TITLE: Illinois Community College Board (ICCB)

DESCRIPTION: Eight percent of the JTPA Title II-A funds are setaside for State Education Coordination and Grants. The ICCB receives twenty-five percent of these funds and establishes programs to (1) provide education and training programs and related services to JTPA eligible participants, and to (2) conduct economic development activities within the community college system to stimulate job creation and retention.

PLANNING PROCESS: JTPA Title II-A funds are allocated by formula to states by the U.S. Department of Labor. The Department of Commerce and Community Affairs (DCCA) divides eight percent of the Title II-A funds between the Illinois State Board of Education (ISBE) and the ICCB.

Program plans are formulated jointly by the ICCB and DCCA in coordination with the Illinois Job Training Coordinating Council. Both the ICCB and the Illinois Job Training Coordinating Council approve the plans in March of each year.

The ICCB distributes the eight percent funds through allocations and competitive proposals. College staff develop projects in cooperation with SDAs, private industry councils, and chief elected officials to meet local community and district needs.

ELIGIBILITY REQUIREMENTS: All individuals enrolled must be JTPA Title II-A eligible, as set forth in Section 203 of the Job Training Partnership Act.

ALLOWABLE ACTIVITIES: The ICCB/JTPA program office administers five grant programs, three economic development grants, and two participant-serving grants.

The Comprehensive Adult Employment Development (CAED) program and the Special Needs Assistance Program (SNAP) are the two participant-serving grants. The CAED program serves economically disadvantaged adults by providing a variety of academic and training resources, programs, and activities, and includes testing and assessment, ABE/GED and remedial coursework, vocational education, job skills training, and job search/placement.

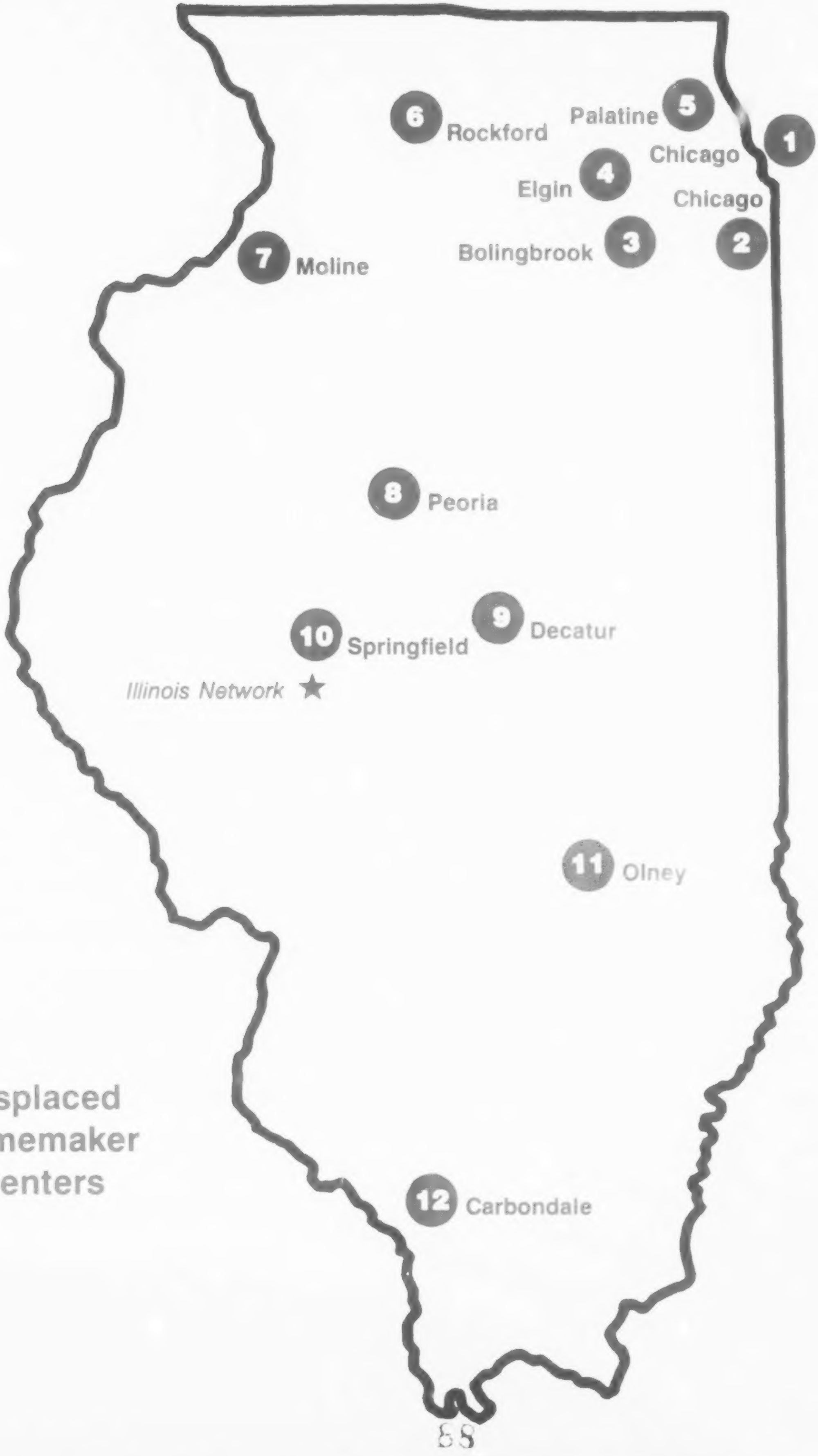
The SNAP program serves primarily "special needs" individuals with learning disabilities, physical disabilities, and hearing impairments. The same resources and activities available to CAED participants are also available to SNAP participants with additional supportive services such as tutoring and counseling, interpreters, note-takers, and job coaches.

REFERRAL/ APPLICATION PROCEDURE:

Application inquiries should be directed to staff at the Illinois community colleges or to the local SDA office.

STATE ADDRESS/ CONTACT:

Preston Morgan, Grant Administrator
Illinois Community College Board
509 South Sixth Street, Suite 400
Springfield, IL 62701
(217) 785-0258


5 Palatine
6 Rockford
1 Chicago
4 Elgin
2 Chicago
3 Bolingbrook
7 Moline
8 Peoria
10 Springfield
9 Decatur
Illinois Network ★
11 Olney
12 Carbondale

Displaced Homemaker Centers

DISPLACED HOMEMAKER CENTERS

1. Women Employed Institute
5 South Wabash
Chicago, IL 60603
(312) 782-3902
Director: Sue Nebel

2. Southwest Women Working Together
3201 West 63rd Street
Chicago, IL 60629
(312) 436-0550
Director: Marjorie Sharp

3. Suddenly Single
241 Canterbury Lane
Bolingbrook, IL 60439
(312) 759-9494
Director: Gloria Hollister

4. Alternatives
Elgin Community College
1700 Spartan Drive
Elgin, IL 60120
(312) 888-6918
Director: Cindy Moehrlin

5. Project Turning Point
Harper College
Algonquin and Roselle Roads
Palatine, IL 60067
(312) 397-3000, ext. 560
Director: Rena Trevor

6. Fresh Beginnings
Rock Valley College
3350 North Bell School Road
Rockford, IL 61111
(815) 654-4495
Director: Pam Ward

7. Black Hawk College
6600 34th Avenue
Moline, IL 61265
(309) 797-5017
Director: Kathy Kessler

8. Tri-County Urban League
317 South MacArthur Highway
Peoria, IL 61605
(309) 673-7474
Director: Annie Gordon

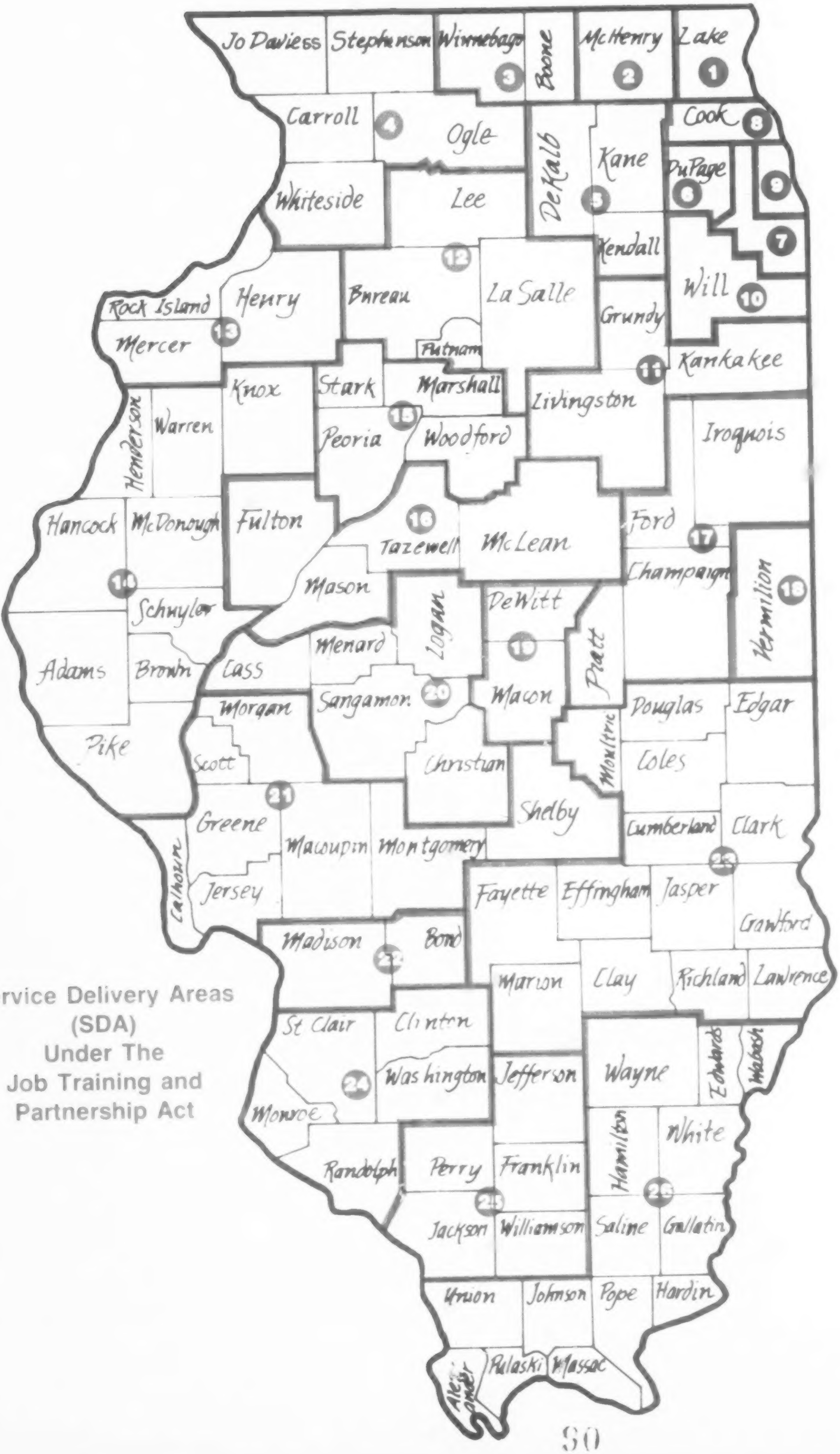
9. Richland Community College
One College Park
Decatur, IL 62521
(217) 875-7200
Director: Kathy Sorensen

10. Lincoln Land Comm. College
Shepherd Road
Springfield, IL 62794-9256
(217) 786-2335
Director: Lanette Nies

11. Olney Central College
Route 3
Olney, IL 62450
(618) 395-4351, ext. 2214
Director: Pam Schwartz

12. New Opportunities
1400 West Main, Suite C & D
Carbondale, IL 62901
(618) 529-2412
Director: Kathy Gyure

Illinois Network for Displaced Homemakers
Sangamon State University
Brookens 425
Springfield, IL 62794-9243
(217) 786-6016,
or (800) 252-4822
Director: Jane Olsen


Jo Daviess
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Coles
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Macoupin
Montgomery
Cumberland
Clark
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Calhoun
Jersey
Fayette
Effingham
Jasper
Crawford
Madison
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Hamilton
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Perry
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Gallatin
Union
Johnson
Pope
Hardin
Alexander
Pulaski
Massac

Service Delivery Areas
(SDA)
Under The
Job Training and
Partnership Act

JTPA SERVICE DELIVERY AREAS

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
1	Mr. Robert Broda, Pres. All Destinations Travel Agency 26 North Old Rand Road Lake Zurich, IL 60047 (312) 438-5599	Ms. Chris Stevens County of Lake 415 W. Washington St. Waukegan, IL 60085 (312) 249-2200	Ms. Chris Stevens County of Lake 415 W. Washington St. Waukegan, IL 60085 (312) 249-2200	Ms. Chris Stevens County of Lake 415 W. Washington St. Waukegan, IL 60085 (312) 249-2200		Lake
	(DCCA Program Manager - Ken Smith - (312) 917-6311)					
2	Ms. Sandra Pierce 5801 W. Route 120 McHenry, IL 60050 (312) 669-3455 - Home (815) 385-3500 - Bus.	Mr. Jack Haffner McHenry County 666 Russel Court Woodstock, IL 60098 (815) 338-7100	Mr. Jack Haffner McHenry County 666 Russel Court Woodstock, IL 60098 (815) 338-7100	Mr. Jack Haffner McHenry County 666 Russel Court Woodstock, IL 60098 (815) 338-7100		McHenry
	(DCCA Program Manager - Lee Williams - (217) 785-6180)					
3	Mr. Gerald Olson Asst. Vice President of Personnel Rockford Memorial Hosp. 2400 N. Rockton Avenue Rockford, IL 61103 (815) 968-6861	Ms. Coleen Williams Executive Director Rock River Training Corporation 2222 E. State Street 2nd Flr. , Highland Sq. Rockford, IL 61104 (815) 229-2770	Ms. Coleen Williams Executive Director Rock River Training Corporation 2222 E. State Street 2nd Flr., Highland Sq. Rockford, IL 61104 (815) 229-2770	Mr. John F. McNamara City of Rockford c/o Coleen Williams Executive Director Rock River Training Corporation 2222 E. State Street 2nd Flr., Highland Sq. Rockford, IL 61104 (815) 987-5590	Ms. Judy Wilhelmi Rock Valley College 3301 N. Mulford Rd. Rockford, IL 61111 (815) 654-4490	Boone Winnebago
	(DCCA Program Manager - Lee Williams - (217) 785-6180)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
4	Mr. Frank Rausa Northwest. Steel & Wire 121 Wallace Sterling, IL 61081 (815) 625-2500- Bus. Ext. 456	Ms. Nancy Sweitzer Executive Director Northwest Illinois Job Training Partnership Act 24711 Emerson Road Sterling, IL 61081 (815) 625-3623	Ms. Nancy Sweitzer Executive Director Northwest Illinois Job Training Partnership Act 24711 Emerson Road Sterling, IL 61081 (815) 625-3623	Ms. Nancy Sweitzer Executive Director Northwest Illinois Job Training Partnership Act 24711 Emerson Road Sterling, IL 61081 (815) 625-3623		Carroll Jo Daviess Ogle Stephenson Whiteside
	(DCCA Program Manager - Mike Pletscher - (217) 785-6180)					
5	Mr. Chuck Smith Supervisor of Public Affairs Caterpillar, Inc. P.O. Box 348 Aurora, IL 60507 (312) 859-5055	Ms. Deborah Dolman Executive Director KDK Training, Employment & Bus. Services 719 S. Batavia Ave. Geneva, IL 60134 (312) 232-5920	Ms. Deborah Dolman Executive Director KDK Training, Employment & Bus. Services 719 S. Batavia Ave. Geneva, IL 60134 (312) 232-5920	Ms. Deborah Dolman Executive Director KDK Training, Employment & Bus. Services 719 S. Batavia Ave. Geneva, IL 60134 (312) 232-5920	Mr. Ronald Tunis Director Elgin Comm. College Fountain Square 51 South Spring Elgin, IL 60120 (312) 888-6906	DeKalb Kane Kendall
	(DCCA Program Manager - Willis Bailey - (312) 917-6311)					
6	Mr. Jay Huitsing DuPage Office Machines 111 N. Cross Street Wheaton, IL 60187 (312) 665-1100	Ms. Mary Jo Heying Director DuPage County PIC/ Job Training 421 N. County Farm Wheaton, IL 60187 (312) 682-7884	Ms. Mary Jo Heying Director DuPage County PIC/ Job Training 421 N. County Farm Wheaton, IL 60187 (312) 682-7884	Ms. Mary Jo Heying Director DuPage County PIC/ Job Training 421 N. County Farm Wheaton, IL 60187 (312) 682-7884	Mr. John Karras Center Manager Reg. Assistance Center Dislocated Workers Program College of DuPage 22nd St. & Lambert Rd. Glen Ellyn, IL 60137 (312) 858-2800 ext. 2774	DuPage
	(DCCA Program Manager - Willis Bailey - (312) 917-6311)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
7	Mr. James A. Brandt VP & General Manager Marland Clutch Division Zurn Industries 650 E. Elm Avenue LaGrange, IL 60525 (312) 352-3330	Mr. Joseph Monaghen Director PIC and Cook County Office of Employment and Training Room 1020, County Building 118 N. Clark Chicago, IL 60602 (312) 443-4740	Mr. Joseph Monaghen Director PIC and Cook County Office of Employment and Training Room 1020, County Building 118 N. Clark Chicago, IL 60602 (312) 443-4740	Mr. Joseph Monaghen Director PIC and Cook County Office of Employment and Training Room 1020, County Building 118 N. Clark Chicago, IL 60602 (312) 443-4740	Ms. Margaret Q. Eck Director Dislocated Worker Assistance Center Moraine Valley Comm. College 10900 South 88th Ave. Palos Hills, IL 60465 (312) 974-4300 Ext. 4351 Ms. Donna Sekikawa Director Dislocated Worker Center Triton Community College 2000 Fifth Avenue River Grove, IL 60171 (312) 456-0300 ext. 852	Balance of Cook County
	(DCCA Program Manager - Don Peck - (217) 785-6180)					
8	Mr. Wilfred Lucas Vice President, Corporate Affairs Baxter Healthcare Corp. 1 Baxter Parkway Deerfield, IL 60015 (312) 948-2232	Mary Pepperl-Snyder Pres./Exec. Director Northern Cook County PIC Incorporated 2604 E. Dempster St. Suite 502 Des Plaines, IL 60016 (312) 699-9040	Mary Pepperl-Snyder Pres./Exec. Director Northern Cook County PIC Incorporated 2605 E. Dempster St. Suite 502 Des Plaines, IL 60016 (312) 699-9040	Mr. William G. Grams Northwest Municipal Conference Consortium 10 S. Emerson Street Mt. Prospect, IL 60056 (312) 253-6323		Northwest Municipal Conference Consortium encompassing the following townships in Cook County: Barrington, Elk Grove Evanston, Hanover Maine, New Trier Niles, Northfield Palatine, Schaumburg Wheeling
	(DCCA Program Manager - Mollie Cole - (312) 917-6311)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
9	Mr. Daryl Grisham Parker House Sausage Company 4605 S. State Street Chicago, IL 60609 (312) 538-1112	Mr. Arturo Vazquez Assistant to the Mayor Mayor's Office of Employment and Training 510 N. Peshtigo Ct. 2nd Floor 2A Chicago, IL 60611 (312) 744-7700	Mr. Arturo Vazquez Assistant to the Mayor Mayor's Office of Employment and Training 510 N. Peshtigo Ct. 2nd Floor 2A Chicago, IL 60611 (312) 744-7700	Mr. Arturo Vazquez Assistant to the Mayor Mayor's Office of Employment and Training 510 N. Peshtigo Ct. 2nd Floor 2A Chicago, IL 60611 (312) 744-7700	Proj. Coordinator for Dislocated Workers City of Chicago Mayor's Office of Employment and Training 510 N. Peshtigo Ct. 2nd Floor 2A Chicago, IL 60611 (312) 744-0830	City of Chicago
	(DCCA Team Leader - Michael Whitted - (312) 917-6311) Team Members: Willis Bailey Art Carlson Mollie Cole Toni Harris Ken Smith					
10	Mr. Joseph Mikan, Jr. 9612 W. 143rd Street Orland Park, IL 60462 (312) 349-6800	Mr. Thomas Wittmuss Director Will County PIC Fountaindale Public Library 201 Normantown Rd. Romeoville, IL 60441 (815) 886-5055	Mr. Thomas Wittmuss Director Will County PIC Fountaindale Public Library 201 Normantown Rd. Romeoville, IL 60441 (815) 886-5055	Mr. Thomas Wittmuss Director Will County PIC Fountaindale Public Library 201 Normantown Rd. Romeoville, IL 60441 (815) 886-5055	Mr. Andy Mihelich Joliet Junior College 1216 Houbolt Avenue Joliet, IL 60436 (815) 727-6544	Will
	(DCCA Program Manager - Rosie Christy - (217) 785-6180)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
11	Mr. Dennis Hess Chairman, Private Industry Council c/o Susan J. Flessner 187 S. Schuyler Ave. Suite 209 Kankakee, IL 60901 (815) 935-0074	Ms. Susan J. Flessner Executive Director Private Industry Council 187 S. Schuyler Ave. Suite 209 Kankakee, IL 60901 (815) 935-0074	Charlene Dybedock Kankakee Comm. Col. P.O. Box 888 Kankakee, IL 60901 (815) 933-0373	Charlene Dybedock Kankakee Comm. Col. P.O. Box 888 Kankakee, IL 60901 (815) 933-0373	Charlene Dybedock Regional Assistance Center Kankakee Comm. Coll. P.O. Box 888 Kankakee, IL 60901 (815) 933-0338	Grundy Kankakee Livingston
	(DCCA Program Manager - Bill McCain- (217) 785-6239					
12	Mr. William Klein General Manager Anderson Microfilming 313 S. McCoy Street Granville, IL 61326 (815) 339-2289	Mr. Alan Miller Executive Director Business Employment Skills Team, Inc. Fourth Floor, LaSalle County Courthouse Ottawa, IL 61350 (815) 433-4550	Mr. Alan Miller Executive Director Business Employment Skills Team, Inc. Fourth Floor, LaSalle County Courthouse Ottawa, IL 61350 (815) 433-4550	Mr. Alan Miller Executive Director Business Employment Skills Team, Inc. Fourth Floor, LaSalle County Courthouse Ottawa, IL 61350 (815) 433-4550	Ms. Jamie Bednar Director Dislocated Worker Center Office of Director of Bus. and Indust. Serv. Illinois Valley Comm. Col. RR #1 Oglesby, IL 61348 (815) 224-2720, ext. 442	Bureau LaSalle Lee Putnam
	(DCCA Program Manager - Boyd Link - (217) 785-6074)					
13	Mr. James Collins Chairperson Private Industry Council 1504 Third Avenue Rock Island, IL 61201 (309) 793-5200	Ms. Pat Gormley PIC Director Rock Island Tri-County Consortium 1504 Third Avenue Rock Island, IL 61201 (309) 793-5266	Mr. Phillip Olson, Dir. Rock Island Tri-County Consortium 1504 Third Avenue Rock Island, IL 61201 (309) 793-5200	Mr. Paul Mulcahey Rock Island Tri-County Consortium 1504 Third Avenue Rock Island, IL 61201 (309) 793-5200	Ms. Bonnie Fox, Dir. Dislocated Worker Center Black Hawk College Moline Adult Center 3430 - 23rd Avenue Moline, IL 61265 (309) 797-5017	Henry Mercer Rock Island
	(DCCA Program Manager - Greg Pelligrini - (217) 785-6270)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
14	Mr. Ron Bielema PIC Chairperson c/o Private Industry Council P.O. Box 298 119 West Carroll Macomb, IL 61455 (309) 833-1440	Ms. Blanche Shoup JTPA Director Carl Sandburg College 442 E. Main Galesburg, IL 61401 (309) 343-8083 Mr. Rick Chapman Two Rivers Regional Council Franklin Square 4th and State Quincy, IL 62301 (217) 224-8171	Ms. Blanche Shoup JTPA Director Carl Sandburg College 442 E. Main Galesburg, IL 61401 (309) 343-8083 Mr. Rick Chapman Two Rivers Regional Council Franklin Square 4th and State Quincy, IL 62301 (217) 224-8171	Ms. Blanche Shoup JTPA Director Carl Sandburg College 442 E. Main Galesburg, IL 61401 (309) 343-8083	Mr. Kip Colgrove Dislocated Worker Program Two Rivers Regional Council Franklin Square 4th and State Quincy, IL 62301 (217) 224-8171	Adams Brown Hancock Henderson Knox McDonough Pike Schuyler Warren
	(DCCA Program Manager - Boyd Link - (217) 785-6074)					
15	Ms. Marie Mouser Personnel Consultants 704 Timberidge Drive Peoria, IL 61615 (309) 693-3716	Mr. Bashir Ali Administrator Private Industry Council 613 NE Jefferson St. Peoria, IL 61603 (309) 672-8513	Mr. Bashir Ali Administrator Private Industry Council 613 NE Jefferson St. Peoria, IL 61603 (309) 672-8513	Mr. Bashir Ali Administrator Private Industry Council 613 NE Jefferson St. Peoria, IL 61603 (309) 672-8513	Ms. Jennifer Omer, Dir. Dislocated Worker Center West Central Illinois Build. & Construction Trades Council 400 NE Jefferson Peoria, IL 61603 (309) 674-6689	Marshall Peoria Stark Woodford
	(DCCA Program Manager - Tom Cavanagh - (217) 785-6466)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
16	Mr. William F. Heinhorst President United Private Industry Council Region 16 SDA 17 S. Capitol St. Pekin, IL 61554 (309) 347-5994	Mr. Norman Hill Director United Private Industry Council Region 16 SDA 17 S. Capitol St. Pekin, IL 61554 (309) 347-5994	Mr. Norman Hill Director United Private Industry Council Region 16 SDA 17 S. Capitol St. Pekin, IL 61554 (309) 347-5994	Mr. James Unsicker Chairman Tazewell County c/o United Private Industry Council Region 16 SDA 15-17 S. Capitol St. Pekin, IL 61554 (309) 347-6551	Mr. A. Gill Siepert Director Dislocated Worker Center Illinois Central College U.S. Route 24, Room 339-G East Peoria, IL 61635 (309) 694-5548	Fulton Mason McLean Tazewell
	(DCCA Program Manager - Dave Young- (217) 785-6265)					
17	Mr. Alvin Griggs 701 Devonshire Dr. Champaign, IL 61820 (217) 351-3880	Mr. Al Anderson Executive Director Champaign Consort. 605 North Neil Champaign, IL 61820 (217) 384-8640	Mr. Al Anderson Executive Director Champaign Consort. 605 North Neil Champaign, IL 61820 (217) 384-8640	Mr. Al Anderson Executive Director Champaign Consort. 605 North Neil Champaign, IL 61820 (217) 384-8640		Champaign Ford Iroquois Piatt
	(DCCA) Program Manager - Greg Pellegrini - (217) 785-6237)					
18	Mr. Sal Corio Plant Manager Valmont Electric, Inc. 1403 East Fairchild Danville, IL 61832 (217) 446-4600	Ms. Ann Abel, Director Vermilion Co. Job Training Partnership Danville Area Comm. College 2000 E. Main St. Danville, IL 61832 (217) 443-8700	Ms. Ann Abel, Director Vermilion Co. Job Training Partnership Danville Area Comm. College 2000 E. Main St. Danville, IL 61832 (217) 443-8700	Ms. Ann Abel, Director Vermilion Co. Job Training Partnership Danville Area Comm. College 2000 E. Main St. Danville, IL 61832 (217) 443-8700	Ms. Ann Abel, Dir. Vermilion Co. Job Training Partnership Danville Area Comm. College 2000 E. Main St. Danville, IL 61832 (217) 443-8700	Vermilion
	(DCCA Program Manager - Paul Gleason - (217) 785-6252)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
19	Mr. Gary Roberts Chairperson Firestone Tire & Rubber Company P.O. Box 1320 Decatur, IL 62525	Mr. John Roark Private Industry Council 317 N. Water Street Decatur, IL 62523 (217) 424-1475	Mr. John Roark, Dir. Macon County Employment & Training Grants Adm. 317 N. Water Street Decatur, IL 62523 (217) 424-1475	Mr. John Roark, Dir. Macon County Employment & Training Grants Adm. 317 N. Water Street Decatur, Il 62523 (217) 424-1475	Mr. Mike Motor, Dir. Job Training Admin. Center Richland Comm. Coll. Job Train. Admin. Cent. JTPA/Dislocated Wkr. Prog 259 North Main Street Decatur, IL 62523 (217) 428-1990	DeWitt Macon
	(DCCA Program Manager - Bill McCain - (217) 785-6239)					
20	Mr. Frank Vala 320 N. 5th Street Springfield, IL 62701 (217) 525-8246 - Home (217) 528-0122 - Bus.	Ms. Kathy McCullough Administrator Sangamon County Land of Lincoln Consortium 727 N. Grand Ave. E. Springfield, IL 62702 (217) 525-7060	Ms. Kathy McCullough Administrator Sangamon County Land of Lincoln Consortium 727 N. Grand Ave. E. Springfield, IL 62702 (217) 525-7060	Ms. Kathy McCullough Administrator Sangamon County Land of Lincoln Consortium 727 N. Grand Ave. E. Springfield, IL 62702 (217) 525-7060		Cass Christian Logan Menard Sangamon
	(DCCA Program Manager - Pat Campbell - (217) 785-6266)					
21	Mr. David Cruitt 314 North 12th Shelbyville, IL 62565 (217) 774-2877-Home (217) 774-5032-Bus.	Ms. Mik Arnett Director SDA 21, Private Industry Council 116 S. Plum Street Carlinville, IL 62626 (217) 854-9642	Ms. Mik Arnett Director SDA 21, Private Industry Council 116 S. Plum Street Carlinville, IL 62626 (217) 854-9642	Ms. Mik Arnett Director SDA 21, Private Industry Council 116 S. Plum Street Carlinville, IL 62626 (217) 854-9642		Calhoun Greene Jersey Macoupin Montgomery Morgan Scott Shelby
	(DCCA Program Manager - Dave Young - (217) 785-6265)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
22	Mr. John Sterbenz c/o Olin Corp. North Shamrock St. E. Alton, IL 62024 (618) 258-2962	Mr. Daniel Schram Deputy Program Adm. Madison County Employment & Training Dept. 130 Hillsboro Ave. P.O. 670, Suite 103 Edwardsville, IL 62025 (618) 692-6200, ext. 4445	Mr. Daniel Schram Deputy Program Adm. Madison County Employment & Training Dept. 130 Hillsboro Ave. P.O. 670, Suite 103 Edwardsville, IL 62025 (618) 692-6200, ext. 4445	Mr. James K. Monday Madison Co. Admin. Room 102 - Madison County Courthouse 155 N. Main Edwardsville, IL 62025 (618) 692-6200	Mr. Daniel Schram Deputy Program Adm. Madison County Employment & Training Dept. 130 Hillsboro Ave. P.O. 670, Suite 103 Edwardsville, IL 62025 (618) 692-6200, ext. 4445	Bond Madison
	(DCCA Program Manager - Paul Gleason - (217) 785-6265)					
23	Mr. Charles Karcher RR #2 Sumner, IL 62466 (618) 936-2109 - Home	Mr. Steve Weber South Central Reg. Planning & Develop. Commission Marion County Public Service Building Salem, IL 62881 (618) 548-4234	Mr. Jerry Jones Grant Manager - JTPA Embarras River Basin Agency P.O. Box 307 115 South Kentucky Greenup, IL 62428 (217) 923-3113 Mr. Brian Noe JTPA Director CEFS Econ. Opportunity Corporation 101 N. 4th St. 4th Floor Effingham, IL 62401-0928 (217) 342-6611	Mr. Goble Jessup Vice President for Business Services Lake Land College South Route 45 Mattoon, IL 61938 (217) 235-3131	Mr. Dan Lawrence Lake Land College Dislocated Worker Center 1420 Wabash Ave. Mattoon, IL 61938 (217) 235-2222	Clark Clay Coles Crawford Cumberland Douglas Edgar Effingham Fayette Jasper Lawrence Marion Moultrie Richland
	(DCCA Program Manager - Otto Baxa - (217) 785-6268)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
24	J. Patrick Dougherty 336 Winchester Place Belleville, IL 62221 (618) 397-2641 Washington	Ms. Thelma Chalmers Acting Director St. Clair County Inter-governmental Grants Department 512 E. Main Street Belleville, IL 62222 (618) 277-6790 or (618) 398-6320	Ms. Thelma Chalmers Acting Director St. Clair County Inter-governmental Grants Department 512 E. Main Street Belleville, IL 62222 (618) 277-6790 or (618) 398-6320	Mr. Richard J. Mark Director St. Clair County Inter-governmental Grants Department 512 E. Main Street Belleville, IL 62222 (618) 277-6790 or (618) 398-6320	Ms. Thelma Chalmers Acting Director St. Clair County Inter-governmental Grants Department 512 E. Main Street Belleville, IL 62222 (618) 277-6790 or (618) 398-6320	Clinton Monroe Randolph St. Clair
	(DCCA Program Manager - Ron Gibson - (618) 997-4371)					
25	Mr. H. Keith Howard 800 Industrial Park Rd. Carbondale, IL 62901 (618) 529-2421 - Bus. (618) 529-2484 - Home	Mr. Earl Pate, Director Illinois Farmers Union Training, Inc. P.O. Box 56 Zeigler, IL 62999 (618) 596-2781	Mr. Earl Pate, Director Illinois Farmers Union Training, Inc. P.O. Box 56 Zeigler, IL 62999 (618) 596-2781	Mr. Earl Pate, Director Illinois Farmers Union Training, Inc. P.O. Box 56 Zeigler, IL 62999 (618) 596-2781	Mr. Phil Minnis, Dir. So. IL Dislocated Worker Assistance Center John A. Logan College Carterville, IL 62918 (618) 985-3741	Franklin Jackson Jefferson Perry Williamson
	(DCCA Program Manager - Archie Thompson- (618) 997-4371)					

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
26	Mr. Robert Pippins Rt. 2, Box 357A Vienna, IL 62995 (618) 658-5231	Mr. Dale Broadway Exec. Coordinator Private Industry Council, Inc. - SDA #26 Southeastern IL College P.O. Box 696 Harrisburg, IL 62946 (618) 253-3331	Mr. Earl Pate, Dir. Illinois Farmers Union Training, Inc. P.O. Box 149 Eldorado, IL 62930 (618) 273-2861 Ms. Sarah J. Clarke Director Shawnee Develop. Council, Inc. P.O. Box 298 Karnak, IL 62956 Attn: Darrel Conley (618) 634-2201 (618) 634-2373 Mr. Stuart Gray Wabash Area Develop., Inc. P.O. Box K Enfield, IL 62835 (618) 963-2387	Mr. Dale Broadway Exec. Coordinator Private Industry Council, Inc. - SDA #26 Southeastern IL College P.O. Box 696 Harrisburg, IL 62946 (618) 253-3331	Mr. Phil Minnis, Dir. Director So. IL Dislocated Worker Assistance Center John A. Logan College Carterville, IL 62918 (618) 985-3741	Alexander Edwards Gallatin Hamilton Hardin Johnson Massac Pope Pulaski Saline Union Wabash Wayne White

(DCCA Program Manager - Jim Kinley - (618) 997-4371)

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
				Ms. Louise Bertsche National Alliance of Business 11 East Adams Street Suite 1008 Chicago, IL 60603 (312) 341-9766		
				Mr. Cheng H. Chiang Chief, Economic/ Demographic Projections Illinois Bureau of the Budget 605 Stratton Building Springfield, IL 62701 (217) 782-3500		
				Ms. Cathy DeJaegher Black Hawk College 6600 34th Avenue Moline, IL 61265		
				Mr. Norman Duncan 603 South River Road 1-D Des Plaines, IL 60016		
				Ms. Sylvia Eskridge, Librarian Mayor's Office of Employment & Training 510 North Peshtigo Court 2nd Floor 2A Chicago, IL 60611		

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
				Ms. Mary D. Gilliland Contract Officer National Alliance of Business 1015 15th Street, NW Washington, DC 20005		
				Ms. Janet Gully Dept. of Mental Health & Developmental Disabilities Stratton Office Building Room 402 401 S. Spring Street Springfield, IL 62706 (217) 782-2346		
				Ms. Evelyn Hoffman Dept. Commerce & Comm. Affairs State of Illinois Center 100 West Randolph Street Suite 3-400 Chicago, IL 60601 (312) 917-7179		
				Mr. Bruce Johnson Director Joint Com. on Admin. Rules 509 S. Sixth, Room 500 Springfield, IL 62701		

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
				Ms. Mary Ann Louderback Governor's Office of Planning 313 Stratton Building Springfield, IL 62706		
				Ms. Patricia McCellan Women's Crisis Center 446 East State West Wing Jacksonville, IL 62650		
				Mr. Thomas Needham Grants Administrator Dept. of Veterans' Affairs P.O. Box 5054 208 W. Cook Street Springfield, IL 62705 (217) 782-6641		
				Mr. John Quinn, Director Older Individuals Program DuPage County Job Training Office 421 N. County Farm Road Wheaton, IL 60187		
				Mr. Paul Sherer U.S.D.O.L. Employment & Training Adm. 230 South Dearborn Street Chicago, IL 60604 (312) 353-1937		

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
				Mr. Robert L. Smith Managing Partner Computer Partner, Inc. 122 West 22nd Street Oak Brook, IL 60521 (312) 325-8292		
				Mr. Charles A. Trott Associate Professor Northern Illinois University Center for Governmental Studies DeKalb, IL 60115		
				Ms. Donna Werner McDonough County Rehabilitation Center 900 South Deer Street Macomb, IL 61455		

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served

Interagency Coordinators

Mr. Bruce Bernardi
Illinois Department of
Employment Security
555 South Pasfield
Springfield, IL 62704

Ms. Sheila Buford
Comm. Resources Coord.
Illinois Dept. of Corrections
100 W. Randolph, Suite 10-300
Chicago, IL 60601

Ms. Lynn Tolle Burger
Illinois Comm. College
Board
509 S. Sixth Street
Room 400
Springfield, IL 62701

Mr. Dan Cosgrove
IL State Federation of Labor
100 E. Washington St.,
2nd Floor
Springfield, IL 62706

Mr. Paul Crutchfield
Illinois Dept. on Aging
421 E. Capitol, Floor 1
Springfield, IL 62701

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
				Ms. Nona Denton, Act. Mngr. Job Training Section ISBE/DAVTE 100 North First Street Springfield, IL 6277		
				Ms. Jan Dinges Bureau of Marketing & Dev. IL Dept. of Public Aid 201 S. Grand Avenue East Springfield, IL 62763-0001 (217) 524-7435		
				Mr. Paul Galligos Illinois Department of Rehabilitation Services 623 E. Adams Street Springfield, IL 62705		
				Mr. William Grove Comprehensive Training Section Illinois State Board of Education 100 North First Street Springfield, IL 62777		

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served

Interagency Coordinators

Mr. Bill Holland
Illinois Department of
Employment Security
401 S. State Street,
6 South, Room 625
Chicago, IL 60605

Ms. Lisa Kerr
Illinois Department on Aging
421 East Capitol
Springfield, IL 62701

Dr. Richard Miguel
Assistant Superintendent
Illinois State Board of Ed.
700 North 1st Street
Room E-439
Springfield, IL 62706

Mr. Preston Morgan
Grant Administrator
Illinois Community
College Board
509 South 6th St., Rm. 400
Springfield, IL 62701

Ms. Ethel Mull
Department of Children
& Family Services
1 N. Old State Capitol Plaza
Springfield, IL 62706

JTPA SERVICE DELIVERY AREAS (cont.)

SDA No.	Chairperson of PIC	Planning Entity (Contact Person)	Administrative Entity (Contact Person)	Grant Recipient (Contact Person)	Dislocated Worker Center (Contact Person)	SDA County(s) Served
				Interagency Coordinators		
				Mr. Jan Staggs Director Illinois Occupational Information Coordinating Comm. (IOICC) 217 E. Monroe Street, Suite 203 Springfield, IL 62701		
				Mr. Jim Torricelli, Director New Start, Inc. 522 E. Monroe Street, 6th Floor Springfield, IL 62701 (217) 522-3799		

LOCAL SERVICE PROVIDER FORM

Service Provider: ______________________

Address: ______________________

(_____) If checked here, see additional pages for multiple locations.

Phone: (   ) _____ - ______   After Hours Phone: (   ) _____ - ______

Contact Person: ______________________

Office Hours: ______________________

Geographical Area Served: ______________________

Ages Served: ______________________

Services Provided: ______________________

Fees: ______________________

Accreditation/Services Licensed for ______________________

Type of Client to be Referred to Service Provider: ______________________

Client Referral Process: ______________________

Tracking/Monitoring Method: ______________________

Comments: ______________________

Prepared by ______________________

Date: ______________________

LOCAL TRAINING PROGRAM FORM

1. Name of **Agency**: ____________________
2. Training **Program** Name: ____________________
3. Program **Length** is ______ weeks
4. Program **Hours** are ____________________
5. Brief Description of Program **Content**: ____________________

____

____

____

____

6. **Starting Dates** for

January:	______	July:	______
February:	______	August:	______
March:	______	September:	______
April:	______	October:	______
May:	______	November:	______
June:	______	December:	______

7. Program **Eligibility** Requirements:

JTPA Income Levels ______ yes ______ no

Age Range: ______

Service Area: ____________________

Pre-Test Given? ______ yes ______ no

Instrument Used: ____________________

Entrance Score Required: ____________________

8. Program **Registration** Process:

Telephone #/Contact Name: ____________________

How to Sign Up: ____________________

Registration Period: ____________________

Number of Slots/Year: ____________________

9. **Supportive Services** Available:

Day Care Assistants ______ yes ______ no

Transportation ______ yes ______ no

Lunch ______ yes ______ no

Individual Tutoring ______ yes ______ no

Other: ____________________

10. **Placement Record** (% of graduates): ____________________

Your Name/Title: ____________________ Date: ______

____

DEPARTMENT OF EMPLOYMENT SECURITY

Question: **What is the Department of Employment Security?**

Answer: The Department of Employment Security (DES) administers federal and state funded employment and training related programs which provide services to employers, unemployment claimants, and job seekers. Most of its funding is provided to operate the Job Service and the Unemployment Insurance Program. These programs are administered through 65 full-service local offices and two mobile units. The Department of Employment Security is the state's largest single producer of labor market information.

Question: **Who is eligible to apply at Job Services?**

Answer: As long as individuals are legally able to work, they are eligible to apply. There is no income criteria.

Question: **What specific programs are most appropriate for probationers?**

Answer:
1) Bonding program
2) Targeted Job Tax Credit (TJTC)
3) Referral Service to assist probationers access other appropriate educational/training services.

Question: **Are there any fees?**

Answer: There are no fees charged to either applicants or employers.

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Department of Corrections Program

DESCRIPTION: This project is designed to improve the employability of ex-offenders by providing a broad range of pre-employment and employment services to clients of the Department of Corrections. The program is funded with DES 7B Special Program funds.

Job Service staff housed in correctional centers provide preemployment skills development to inmates through employment counseling, job search skills development, labor market information, and registration with Job Service. Upon release, participants are provided a Job Service link to the community through a designated Job Service contact person in each local office in the state. Participation is voluntary for inmates. There are nine full- and part-time staff positions providing placement services in offices where the bulk of inmates return upon release.

ELIGIBILITY REQUIREMENTS: Inmates of Adult Correctional Centers and parolees are eligible.

SUPPORTIVE SERVICES: None

REFERRAL/ APPLICATION PROCEDURE: Contact the local parole office or the DOC contact person located at the local IDES office.

STATE ADDRESS/ CONTACT:

Liz Pinter
7B Program Coordinator
Illinois Department of Employment Security
401 South State, 3 S
Chicago, IL 60605
(312) 793-6807

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Federal Bonding Program (FBP)

DESCRIPTION: The FBP provides individual fidelity bond coverage to high monetary risk individuals. Fidelity bond is insurance an employer carries as protection against employee theft or dishonesty. The program provides bonding through an insurance company which issues the bond. Bonds initially cover six months and can be renewed at employer request for another six months.

ELIGIBILITY REQUIREMENTS: Bonds are available to an individual who is qualified for a specific job and is *not commercially bondable.* This includes ex-offenders, persons with a history of drug or alcohol abuse, veterans with dishonorable discharges, or persons who have been bankrupt or have poor credit histories. Individuals must have a firm job offer of full-time work with a reasonable expectation of permanence and they must not be self-employed.

SUPPORTIVE SERVICES: None

REFERRAL/ APPLICATION PROCEDURES: Either the applicant or the potential employer may apply at any local IDES office.

STATE ADDRESS/ CONTACT:

Mrs. Shirley Chalem
State Bonding Coordinator
Illinois Department of Employment Security
401 S. State Street, 3 S
Chicago, IL 60605
(312) 793-6809

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Illinois Unemployment Insurance Act

DESCRIPTION: The Department of Employment Security (DES) is mandated by the Unemployment Insurance (UI) Act to collect unemployment contributions from covered employers; to make temporary payments to eligible unemployed workers; and to facilitate the reemployment of these workers and others through a placement service. A network of 65 local offices deliver the UI program, Job Service program, and other DES programs state-wide.

ELIGIBILITY REQUIREMENTS: Eligibility for UI is determined individually based on past employment, employer contributions, and present employment status.

SUPPORTIVE SERVICES: The Illinois UI Act mandates DES to make temporary benefit payments to eligible unemployed workers and to speed their reemployment through referrals to DES Job Service for placement service.

REFERRAL/ APPLICATION PROCEDURES: Contact the local IDES office.

STATE ADDRESS/ CONTACT:

Manager
Division of Field Operations
Illinois Department of Employment Security
401 South State, 3 S
Chicago, IL 60605
(312) 793-8138

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Job Service Labor Exchange Program

DESCRIPTION: The following services are available to applicants:

a) Preliminary assessment of needs and training
b) Job service orientation
c) Counseling
d) Application taking
e) Job Search provides job listings and labor market and occupational information for applicants' use on a self-help basis.
f) Job referral and placement
g) Job development
h) Job search workshops
i) Referral to supportive services

The following services are available to employers:

a) Job order
b) Job referral and placement
c) Recruitment
d) Affirmative Action
e) Testing
f) Bonding
g) UI Work Test
h) Employer visits
i) Employer services coordination
j) Employer committees

ELIGIBILITY REQUIREMENTS: Any individual legally able to work. Includes Unemployment Insurance (UI) claimants and employers seeking referrals for legitimate jobs.

SUPPORTIVE SERVICES: Applicants who require additional supportive services are identified and referred to other local providers including other state agencies, community-based organizations, and JTPA providers.

REFERRAL/ APPLICATION PROCEDURE: Contact the local IDES office.

STATE ADDRESS/ CONTACT:

Manager
Division of Field Operations
Illinois Department of Employment Security
401 South State, 3 S
Chicago, IL 60605
(312) 793-8138

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Targeted Groups Program (veterans, handicapped, and migrant and seasonal farm workers)

DESCRIPTION: Job Service recognizes and addresses the special needs of target groups. As mandated by State and Federal legislation and judicial decisions, JS promotes and develops employment opportunities and provides job counseling and placement services for veterans, the handicapped, and migrant and seasonal farm workers. Local office veteran representatives monitor services to veterans to ensure they receive the priority of service required under law and that performance standards are met. Service specialists evaluate each handicapped individual's employment capabilities, determine the most appropriate work environment, and identify or develop suitable job openings. Outreach workers contact migrant and seasonal farm workers to apprise them of JS services and to direct them toward more stable employment. Employment counseling and testing services are provided to all three groups to help identify vocational options, develop a plan to achieve their employment goals, overcome barriers to employment, and adjust to the work environment. Applicants who are not targetgroup members, but who need and can benefit from enhanced employment assistance, may receive counseling services as funding and staff availability permit.

ELIGIBILITY REQUIREMENTS: Veterans, handicapped individuals, and migrant seasonal farm workers are eligible.

SUPPORTIVE SERVICES: Some veterans may qualify for training funds.

REFERRAL/ APPLICATION PROCEDURE: Contact the local IDES office.

STATE ADDRESS/ CONTACT:

Pat Winfrey
Veterans Coordinator
Illinois Department of Employment Security
401 South State Street, 3 S
Chicago, IL 60605
(312) 793-6824

Luz Croswell
Migrant and Seasonal Farmworker Coordinator
401 S. State Street, 3 S
Chicago, IL 60605
(312) 793-6811

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Targeted Jobs Tax Credit (TJTC)

DESCRIPTION: The Targeted Jobs Tax Credit Program was enacted to offer employers a tax credit on their federal income taxes for hiring individuals from certain target groups who have had difficulty in obtaining employment.

The TJTC is an elective income tax credit which can be applied to the wages that private employers pay to nine target groups of employees hired before January 1, 1990.

The credit is 40% of the first year's wages up to $6,000 per employee. This means a maximum allowable credit of $2,400 per employee. The credit applies only to employees hired into a business or trade and retained for a minimum of 90 days or 120 hours. Maids, chauffeurs, and other household employees do not qualify for the credit.

The amount of an employer's deduction for wages paid is reduced by the amount of tax credit.

No credit may be claimed for wages of employees for whom employers receive on-the-job training payments; however, the credit may be claimed for wages paid after on-the-job training is completed.

ELIGIBILITY REQUIREMENTS: The nine target groups from which qualified employees must be drawn are

1) recipients of Federal Supplemental Security Income (SSI) cash assistance (for the aged, blind, and disabled).

2) recipients of State or local general assistance cash payments for at least 30 days.

3) handicapped persons who have or are receiving the services of the State Department of Rehabilitation Services or the Veterans Administration.

4) youths 18 through 22 who are economically disadvantaged.

5) Vietnam-era veterans who are economically disadvantaged.

6) Cooperative Education students, 16 through 19, participating in a qualified cooperative education program and members of an economically disadvantaged family.

7) ex-offenders (felons) who are economically disadvantaged and hired no more than five years after release from prison or date of conviction, whichever is the more recent.

8) recipients of aid to families with dependent children (AFDC).

9) a qualified summer youth employee who started work for you after April 30, 1987, is 16 or 17 years old on the hiring date, is economically disadvantaged, and has not previously worked for you.

The allowable credit for these individuals is limited to 40% of the first $3,000 of wages paid to each for work done in any 90-day period between May 1 and September 15 of the same calendar year.

SUPPORTIVE SERVICES: None

REFERRAL/ APPLICATION PROCEDURE: Contact the local IDES office.

STATE ADDRESS/ CONTACT:

Mary Glusak
TAA Coordinator
Illinois Department of Employment Security
401 South State Street, 3 S
Chicago, IL 60605
(312) 793-6805

DEPARTMENT OF EMPLOYMENT SECURITY

PROGRAM TITLE: Trade Adjustment Assistance Program

DESCRIPTION: The department provides services through the Federal Trade Adjustment Assistance Program (TAA) to workers who are displaced from their jobs because of increased foreign imports. Workers eligible for TAA may receive special help in finding a new job, including vocational training in a new skill if suitable employment is not otherwise available, job search allowances to cover expenses while looking for work outside of the commuting area, relocation allowances to help them move their families and household goods in order to accept new employment outside the community area, and weekly cash benefits, called Trade Readjustment Allowances (TRA), which become payable when entitlement to all other jobless benefits are exhausted.

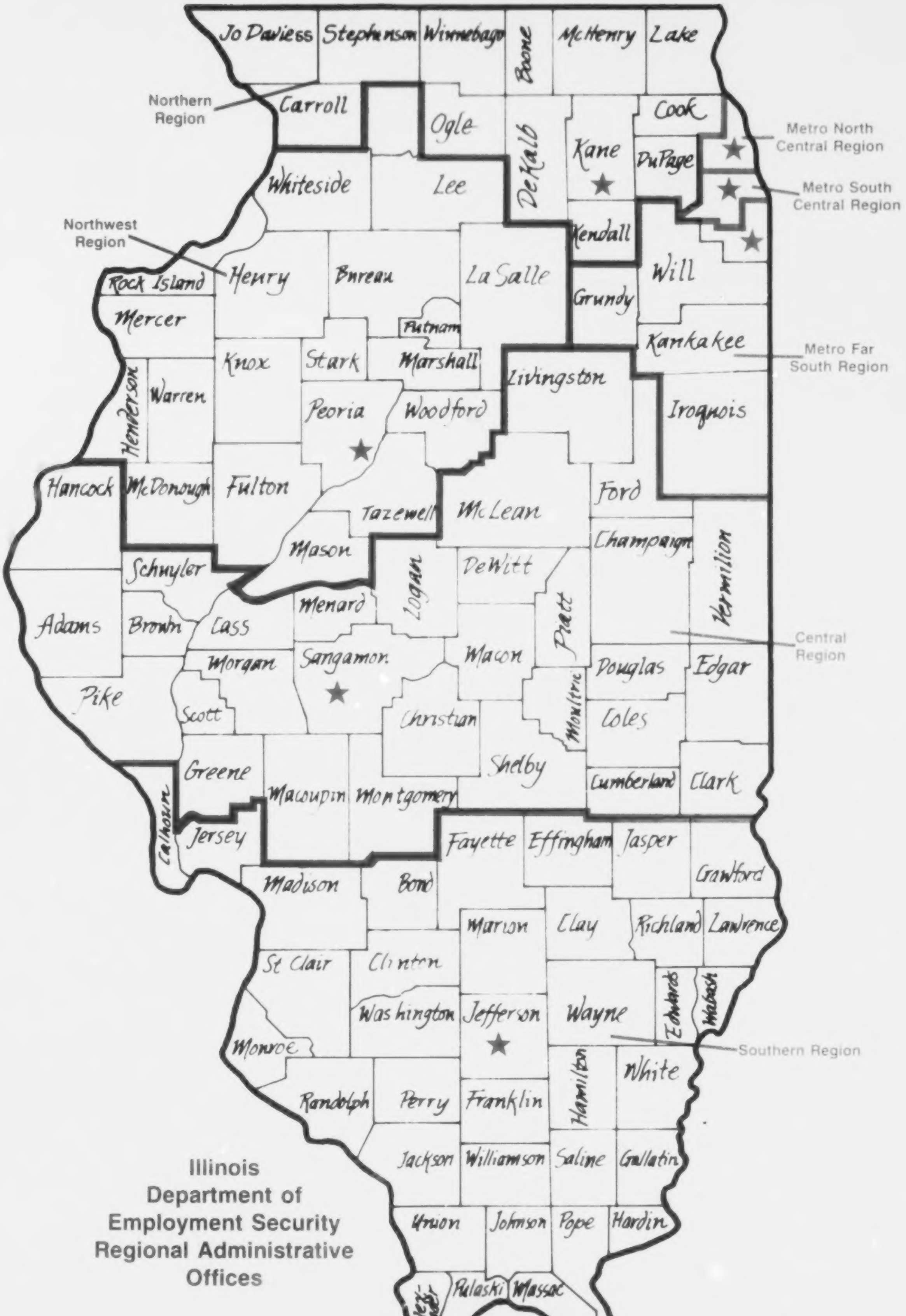
ELIGIBILITY REQUIREMENTS: Workers who are displaced from jobs because of increased foreign imports and are participants of a federally approved TRA petition.

SUPPORTIVE SERVICES: Eligible participants may receive additional TRA benefits during the period they are in training.

REFERRAL/ APPLICATION PROCEDURE: Contact local IDES office or employer to determine whether a TRA petition applies.

STATE ADDRESS/ CONTACT:

Mary Glusak
TAA Coordinator
Illinois Department of Employment Security
401 South State Street, 3 S
Chicago, IL 60605
(312) 793-6805



Northern Region
Northwest Region
Metro North Central Region
Metro South Central Region
Metro Far South Region
Central Region
Southern Region
Jo Daviess
Stephenson
Winnebago
Boone
McHenry
Lake
Carroll
Ogle
DeKalb
Kane
Cook
DuPage
Whiteside
Lee
Kendall
Will
Rock Island
Henry
Bureau
La Salle
Grundy
Mercer
Putnam
Kankakee
Knox
Stark
Marshall
Livingston
Henderson
Warren
Peoria
Woodford
Iroquois
Hancock
McDonough
Fulton
Tazewell
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Schuyler
DeWitt
Logan
Adams
Brown
Cass
Menard
Piatt
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Douglas
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Moultrie
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Greene
Shelby
Calhoun
Macoupin
Montgomery
Cumberland
Clark
Jersey
Fayette
Effingham
Jasper
Crawford
Madison
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Clay
Richland
Lawrence
Marion
St Clair
Clinton
Edwards
Wabash
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White
Randolph
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Pope
Hardin
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Pulaski
Massac

Illinois
Department of
Employment Security
Regional Administrative
Offices

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY (IDES) REGIONAL ADMINISTRATIVE OFFICES

Field Operations Division

Miles Paris, Manager
401 South State Street, 3-South
Chicago, IL 60605
(312) 793-6077

Metro North Central Region

Ferris Williams
4809 North Ravenswood
Chicago, IL 60640
(312) 334-8269

Metro South Central Region

Jimmie Russell
29 East Congress Parkway
Chicago, IL 60605
(312) 793-2807

Metro Far South Region

Waverly Robinson
9415 South Western Avenue
Chicago, IL 60620
(312) 881-6832

Northern Region

Peter Andrews
8 East Galena, Suite 204
Aurora, IL 60506
(312) 793-2620

Northwest Region

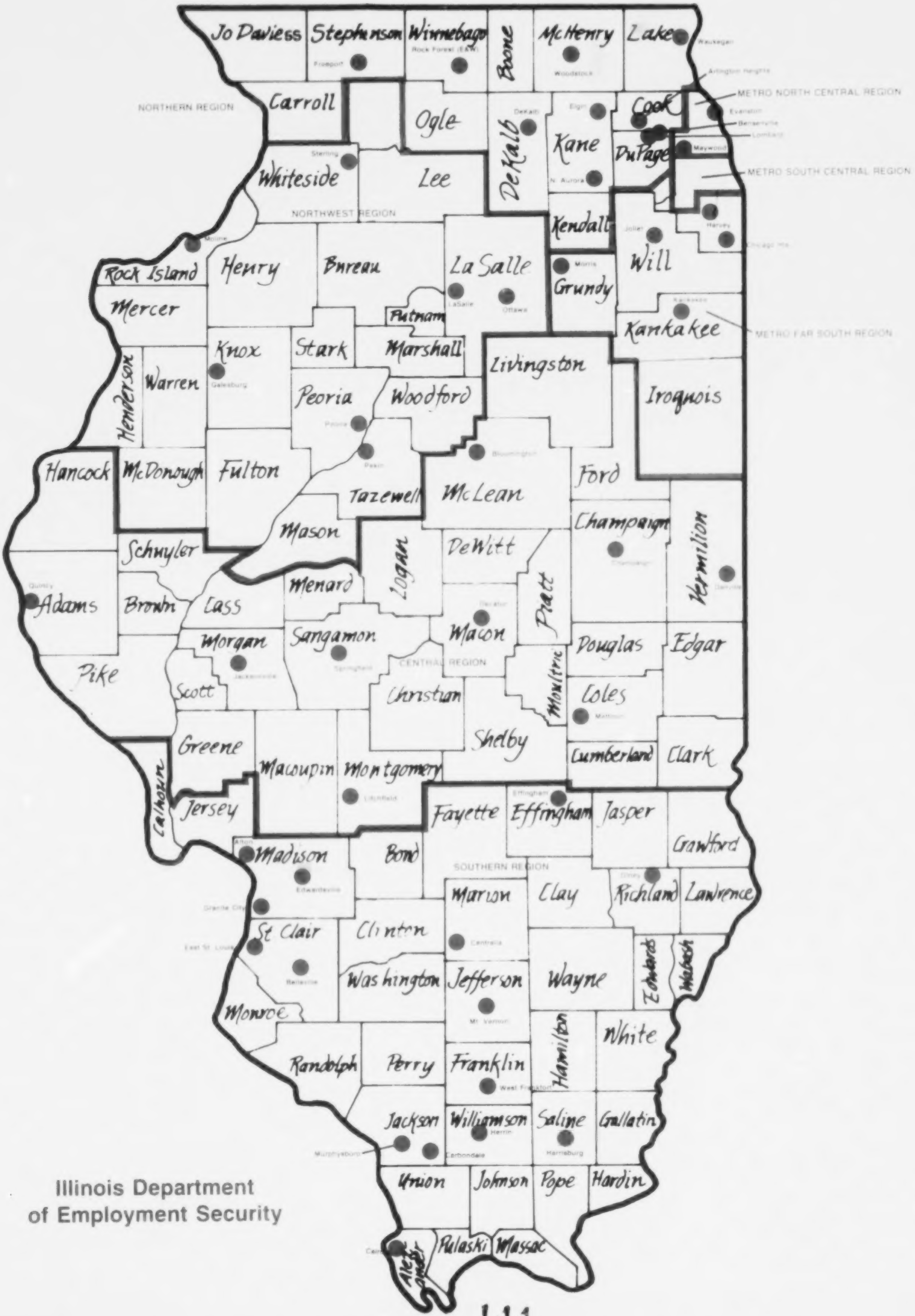
Jacqueline Righter
228 NE Jefferson, 3rd Floor
Peoria, IL 61603
(309) 671-3181

Central Region

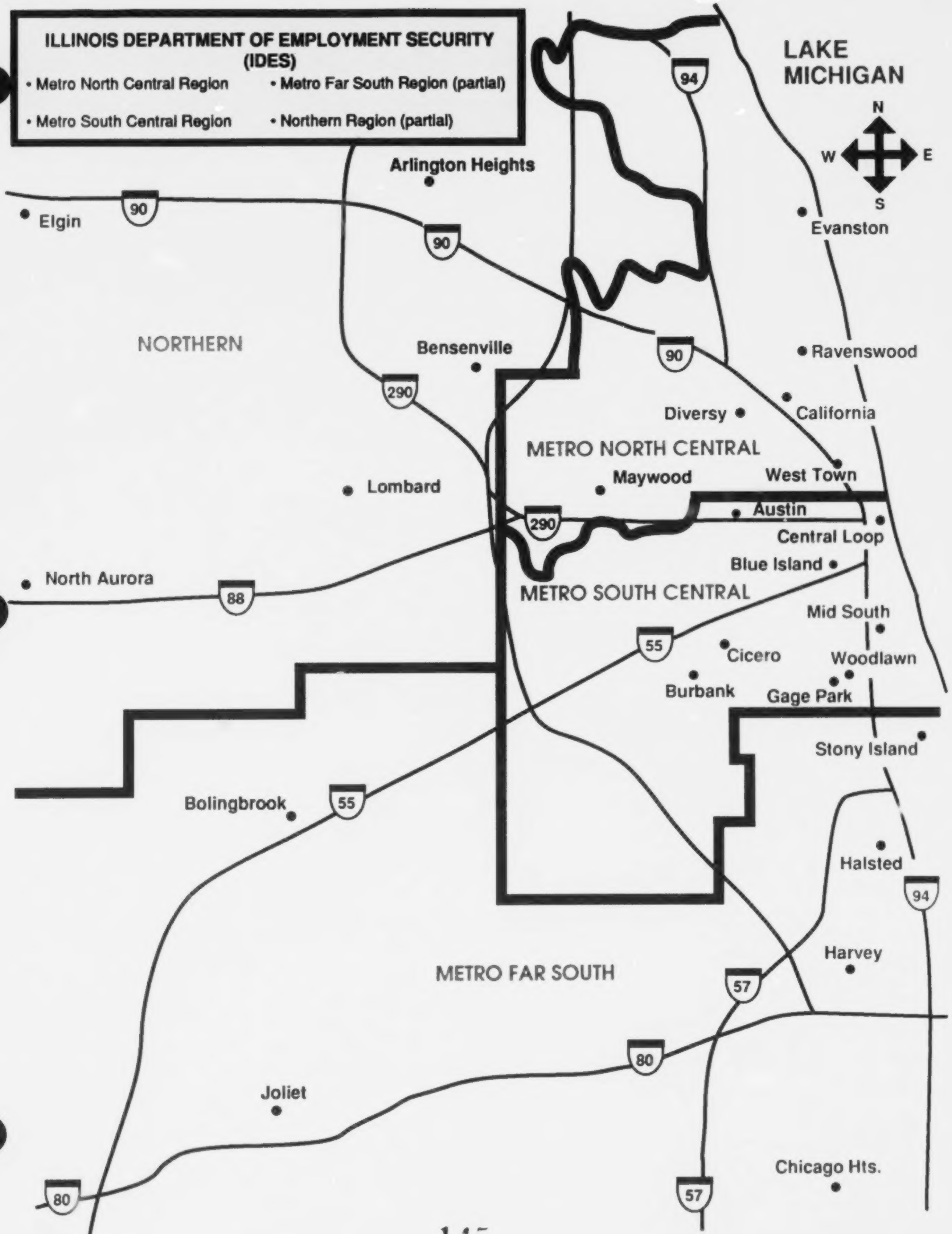
William Disque
555 South Pasfield
Springfield, IL 62704
(217) 782-0157

Southern Region

Jeff Lingle
403 North 42nd Street
P.O. Box 1297
Mount Vernon, IL 62864
(618) 242-6121


Jo Daviess
Stephenson
Freeport
Winnebago
Rock Forest (E&W)
Boone
McHenry
Woodstock
Lake
Waukegan
Arlington Heights
NORTHERN REGION
Carroll
Ogle
DeKalb
DeKalb
Kane
Elgin
N. Aurora
Cook
DuPage
METRO NORTH CENTRAL REGION
Evanston
Bensenville
Lombard
Maywood
METRO SOUTH CENTRAL REGION
Sterling
Whiteside
Lee
NORTHWEST REGION
Kendall
Harvey
Chicago Hts.
Joliet
Moline
Rock Island
Henry
Bureau
La Salle
LaSalle
Ottawa
Morris
Grundy
Will
Kankakee
Kankakee
METRO FAR SOUTH REGION
Mercer
Putnam
Knox
Galesburg
Stark
Marshall
Livingston
Henderson
Warren
Peoria
Peoria
Woodford
Iroquois
Pekin
Bloomington
Hancock
McDonough
Fulton
Tazewell
McLean
Ford
Mason
Champaign
Champaign
Vermilion
Danville
Schuyler
DeWitt
Logan
Quincy
Adams
Brown
Cass
Menard
Piatt
Decatur
Macon
Morgan
Jacksonville
Sangamon
Springfield
CENTRAL REGION
Douglas
Edgar
Pike
Scott
Christian
Moultrie
Coles
Mattoon
Shelby
Greene
Cumberland
Clark
Macoupin
Montgomery
Litchfield
Calhoun
Jersey
Fayette
Effingham
Effingham
Jasper
Crawford
Alton
Madison
Edwardsville
Bond
SOUTHERN REGION
Marion
Clay
Olney
Richland
Lawrence
Granite City
St Clair
East St. Louis
Belleville
Clinton
Centralia
Washington
Jefferson
Mt. Vernon
Wayne
Edwards
Wabash
Monroe
Randolph
Perry
Franklin
West Frankfort
Hamilton
White
Jackson
Murphysboro
Williamson
Herrin
Carbondale
Saline
Harrisburg
Gallatin
Union
Johnson
Pope
Hardin
Cairo
Alexander
Pulaski
Massac

Illinois Department of Employment Security


ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY (IDES)
• Metro North Central Region
• Metro Far South Region (partial)
• Metro South Central Region
• Northern Region (partial)
LAKE MICHIGAN
N
W
E
S
94
Arlington Heights
90
Elgin
90
Evanston
NORTHERN
Bensenville
90
Ravenswood
290
Diversy
California
METRO NORTH CENTRAL
Maywood
West Town
Lombard
Austin
290
Central Loop
Blue Island
North Aurora
88
METRO SOUTH CENTRAL
Mid South
55
Cicero
Woodlawn
Burbank
Gage Park
Stony Island
Bolingbrook
55
Halsted
94
Harvey
METRO FAR SOUTH
57
80
Joliet
Chicago Hts.
80
57

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY (IDES) SERVICE OFFICES

Metro-North Central Region

Metro North Central Headquarters
4809 N. Ravenswood
Chicago, IL 60640
(312) 334-8269

California
3204 N. California
Chicago, IL 60618
(312) 583-7910

Diversey
4931 W. Diversey
Chicago, IL 60639
(312) 889-6820

Evanston
1572 Maple Avenue
Evanston, IL 60201
(312) 864-3530

Maywood
35 S. 19th Street
Maywood, IL 60153
(312) 450-5900

Ravenswood
4809 N. Ravenswood
Chicago, IL 60640
(312) 334-6646

West Town
1514 W. Division
Chicago, IL 60622
(312) 227-7117

Metro-South Central Region

Metro South Central Headquarters
29 E. Congress Parkway
Chicago, IL 60605
(312) 793-2807

Blue Island
1657 Blue Island
Chicago, IL 60608
(312) 243-5100

Austin
4544 W. Carroll Avenue
Chicago, IL 60624
(312) 626-0180

Cicero (South)
5101 S. Cicero
Chicago, IL 60632
(312) 838-3100

Gage Park
6220 S. Damen
Chicago, IL 60636
(312) 436-9240

Mid-South
5060 S. State St.
Chicago, IL 60609
(312) 373-7500

Central Loop
29 E. Congress
Chicago, IL 60605
(312) 793-4900

Burbank
5608 W. 75th Place
Burbank, IL 60459
(312) 458-0500

Woodlawn
6325 S. Maryland
Chicago, IL 60637
(312) 947-2500

Metro-Far South Region

Metro Far South Headquarters
9415 S. Western Avenue
Chicago, IL 60620
(312) 881-6832

Bolingbrook
321 E. Quadrangle
Bolingbrook, IL 60439
(312) 759-0640

Chicago Heights
1010 Dixie Highway
Chicago Heights, IL 60411
(312) 709-3000

Harvey
14829 S. Dixie Hwy.
Harvey, IL 60626
(312) 596-2325

Joliet
250 N. Chicago Street
Joliet, IL 60431
(815) 740-5100

Kankakee
255 N. Schuyler
Kankakee, IL 60901
(815) 932-0035

Morris
1430 Division Street
Morris, IL 60450
(815) 942-5246

South Halsted
837 W. 119th Street
Chicago, IL 60643
(312) 821-4100

Stony Island
8750 S. Stony Island
Chicago, IL 60617
(312) 221-4232

Northern Region

Arlington Heights
709 W. Algonquin Road
Arlington Heights, IL 60005
(312) 981-7400

Bensenville (Job Service)
Out Service
729 N. Route 83 - Suite 317
Bensenville, IL 60106
(312) 595-8866

DeKalb
126 S. 4th Street
DeKalb, IL 60115
(815) 756-6356

Elgin
33 Fountain Square Plaza
Elgin, IL 60120
(312) 888-7900

Freeport
1641 S. West Avenue
Freeport, IL 61032
(815) 232-7171

Lombard
837 S. Westmore
Lombard, IL 60148
(312) 495-4345

North Aurora
2 Smoke Tree Plaza
North Aurora, IL 60542
(312) 884-6640

Rockford East
107 N. Third Street
Rockford, IL 61107
(815) 987-7600

Rockford West
705 N. Kilburn
Rockford, IL 61103
(815) 987-7410

Waukegan
221 N. Genesee Street
Waukegan, IL 60085
(312) 336-0415

Woodstock
425 Clay Street
Woodstock, IL 60098
(815) 338-7940

Northwest Region

Galesburg
1936 N. Henderson
Galesburg, IL 61401
(309) 344-1244

LaSalle
815 Second Street
LaSalle, IL 61301
(815) 224-2235

Moline
1515 Fifth Avenue
Moline, IL 61265
(309) 764-8731

Ottawa
424 W. Madison St.
Ottawa, IL 61350
(815) 434-0452

Pekin
200 S. 2nd Street
Pekin, IL 61554
(309) 346-4171

Peoria
228 N.E. Jefferson
Peoria, IL 61603
(309) 671-3211

Sterling
2323 E. Lincolnway
Sterling, IL 61081
(815) 625-1970

Central Region

Bloomington
501-503 W. Washington
Bloomington, IL 61701
(309) 827-6237

Champaign
402 N. Randolph
Champaign, IL 61820
(217) 333-5750

Danville
407 N. Franklin
Danville, IL 61832
(217) 442-3044

Decatur
347-357 N. Main
P.O. Box 1609
Decatur, IL 62525
(217) 423-1070

Jacksonville
850 S. Main Street
Jacksonville, IL 62650
(217) 245-5148

Litchfield
502 E. Edwards
Litchfield, IL 62056
(217) 324-2138

Mattoon
115 N. 15th St.
Mattoon, IL 61938
(217) 235-0327

Quincy
State & Gardner
Quincy, IL 62301
(217) 222-2114

Springfield
924 E. Adams
Springfield, IL 62705
(217) 782-3846

Southern Region

Alton
90 N. Port Drive
Alton, IL 62002
(618) 466-8221

Belleville
4519 W. Main St.
Belleville, IL 62223
(618) 277-5678

Cairo
1007 Washington Avenue
Cairo, IL 62914
(618) 734-1552

Carbondale
441 E. Willow St.
P.O. Box 2767
Carbondale, IL 62902
(618) 549-7306

Centralia
224 N. Elm St., Box 827
Centralia, IL 62801
(618) 532-4741

East St. Louis
646 N. 20th Street
East St. Louis, IL 62205
(618) 271-7750

Edwardsville
5 Cottonwood Road
Edwardsville, IL 62025
(618) 656-5136

Effingham
106 N. 3rd Street
Effingham, IL 62401
(217) 342-4149

Granite City
#5 American Village
Shopping Center
Granite City, IL 62040
(618) 451-5756

Harrisburg
Parker Plaza
Harrisburg, IL 62946
(618) 252-6348

Herrin
1121 S. Park Avenue
Herrin, IL 62948
(618) 942-2137

Mt. Vernon
54 Crownview Drive
Mt. Vernon, IL 62864
(618) 244-4646

Murphysboro
223 S. 13th Street
Murphysboro, IL 62966
(618) 684-3161

Olney
115 N. Boone Street
Olney, IL 62450
(618) 393-2163

West Frankfort
604 W. Main Street
West Frankfort, IL 62896
(618) 937-2485

LOCAL SERVICE PROVIDER FORM

Service Provider: ______________________________

Address: ______________________________

(_____) If checked here, see additional pages for multiple locations.

Phone: (   ) ______ - ________ After Hours Phone: (   ) ______ - ________

Contact Person: ______________________________

Office Hours: ______________________________

Geographical Area Served: ______________________________

Ages Served: ______________________________

Services Provided: ______________________________

Fees: ______________________________

Accreditation/Services Licensed for ______________________________

Type of Client to be Referred to Service Provider: ______________________________

Client Referral Process: ______________________________

Tracking/Monitoring Method: ______________________________

Comments: ______________________________

Prepared by ______________________________

Date: ______________________________

DEPARTMENT OF PUBLIC AID

Question: **What is the Department of Public Aid?**

Answer: The Department of Public Aid provides cash assistance, medical assistance, and food stamps for persons in need. Also, the department assists mothers in the collection of child support payments and helps unemployed persons find jobs through the Project Chance program.

Question: **What is Project Chance?**

Answer: Project Chance is the nation's largest welfare-to-work program, offering specialized training, education, and placement programs to guide welfare recipients away from dependency and into the workplace.

Question: **How does the program work?**

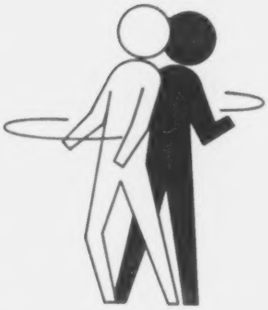
Answer: Project Chance clients are first enrolled in an intensive eight-week Job Search Session to learn basic job-seeking skills and techniques. At this point, all participants are encouraged to test their hand at finding a job. After Job Search, clients unable to land a job undergo a skills assessment and an individual employment plan is drawn up. Participants then take part in one or more programs. For example, clients without a high school diploma are targeted for adult education or GED courses. Those lacking basic skills or a work record are plugged into vocational training or a work experience program. Clients may be referred to the Illinois Department of Employment Security as part of the Intensive Job Search program, to the Job Training and Partnership Act for job skills training, or receive additional education under the guidance of the Illinois State Board of Education or local community colleges.

Question: **Who can take part in the program?**

Answer: All clients of Aid to Families with Dependent Children (AFDC) and General Assistance (GA), and some Food Stamp recipients, may participate in Project Chance. Enrollment is mandatory for about one-third of the AFDC clients--or about 88,000 people. Exemptions are granted to mothers with children under age six. All clients who are not required to participate are strongly encouraged to volunteer.

Question: **How do welfare recipients find out about Project Chance?**

Answer: Clients are introduced to Project Chance by a caseworker at their local Public Aid office. All participants take part in a special orientation session, which outlines the various program options and the responsibilities of both the client and the department.



DEPARTMENT OF PUBLIC AID

PROGRAM TITLE: Project Chance

DESCRIPTION: Directed at helping Public Aid recipients become self-sufficient through education, training, and placement into non-subsidized employment. Program components are (1) initial orientation period; (2) eight week Job Search session; (3) skill assessment; (4) individual employment plan; and (5) employment and training options based on job readiness, need for education (ABE) or (GED), need for work experience, and need for skills. Two groups targeted are AFDC recipients statewide and the Chicago GA population.

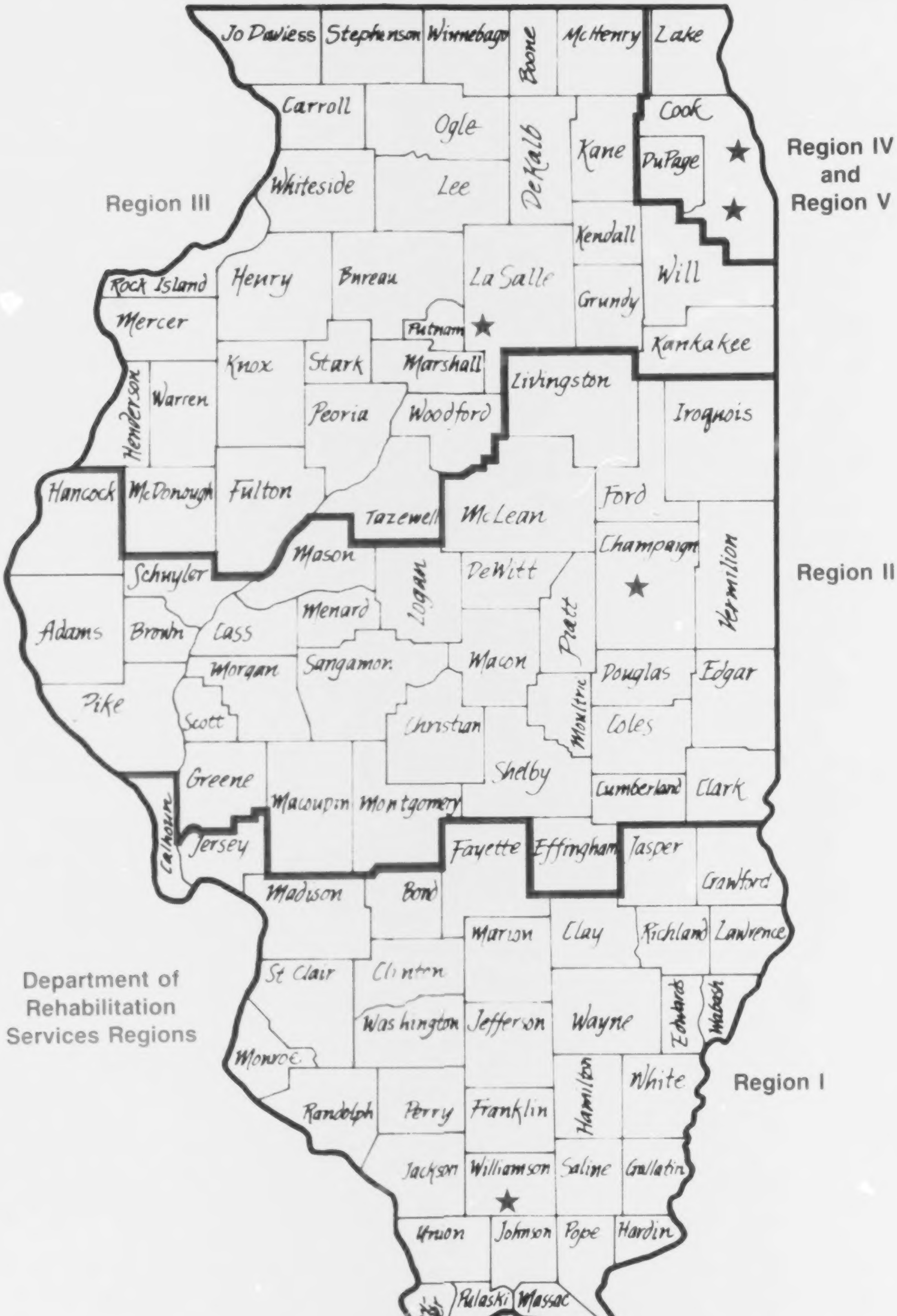
ELIGIBILITY REQUIREMENTS: All clients of Aid to Families with Dependent Children (AFDC) and General Assistance (GA), and some food stamp recipients, may participate in Project Chance. Enrollment is mandatory for about one-third of the AFDC clients--or about 88,000 people. Exemptions are granted to mothers with children under age six. All clients who are not required to participate are strongly encouraged to volunteer.

SUPPORTIVE SERVICES: Supportive services such as child care, initial employment, expenses, and transportation are provided.

REFERRAL/ APPLICATION PROCEDURE: Referrals to participate in Project Chance can be made to the Regional Administrators of the local Public Aid District Office. See attached list.

STATE ADDRESS/ CONTACT:

Randale R. Valenti, Associate Director
Office for Employment and Social Services
Illinois Department of Public Aid
528 South 5th Street, Suite 204
Springfield, IL 62762
(217) 785-2559


Region III
Region IV
and
Region V
Region II
Region I
Jo Daviess
Stephenson
Winnebago
Boone
McHenry
Lake
Carroll
Ogle
DeKalb
Kane
Cook
DuPage
Whiteside
Lee
Kendall
Rock Island
Henry
Bureau
La Salle
Grundy
Will
Mercer
Putnam
Kankakee
Knox
Stark
Marshall
Livingston
Henderson
Warren
Peoria
Woodford
Iroquois
Hancock
McDonough
Fulton
Tazewell
McLean
Ford
Mason
Champaign
Schuyler
DeWitt
Vermilion
Adams
Brown
Cass
Menard
Logan
Pratt
Morgan
Sangamon
Macon
Douglas
Edgar
Pike
Scott
Christian
Moultrie
Coles
Shelby
Greene
Macoupin
Montgomery
Cumberland
Clark
Calhoun
Jersey
Fayette
Effingham
Jasper
Crawford
Madison
Bond
Marion
Clay
Richland
Lawrence
St Clair
Clinton
Washington
Jefferson
Wayne
Edwards
Wabash
Monroe
White
Randolph
Perry
Franklin
Hamilton
Jackson
Williamson
Saline
Gallatin
Union
Johnson
Pope
Hardin
Alexander
Pulaski
Massac

Department of
Rehabilitation
Services Regions

BUREAU OF EMPLOYMENT PROGRAMS
PROJECT CHANCE
LOCAL OFFICE DIRECTORY

DOWNSTATE

Local Office	Specialist(s)	Address	Phone
Adams County	Nancy Howe Gary Myers Peggy Tobias	640 1/2 Hampshire Quincy, IL 62301	217/223-0550
	Unit Supervisor: Paula Wert		217/223-0550
Alexander County	Katherine Madison	220 Sixth St. Cairo, IL 62914	618/734-2523
	Unit Supervisor: Joan Faulkner		618/997-2388
Bond County	Debbie Howard	(Madison Co.- Granite City)	618/877-9200
	Unit Supervisor: Patricia Giger		618/877-9200
Boone County	Jill Rohner	(Winnebago Co.)	815/987-7813
	Unit Supervisor: Michael Covey		815/987-7813
Brown County	Peggy Tobias	(Adams Co.)	217/223-0550
	Unit Supervisor: Paula Wert		217/223-0550
Bureau County	Deborah Davis	(Henry Co.)	309/852-5627
	Unit Supervisor: Penny Kinney		309/788-0662
Calhoun County	Larry Moore	(Madison Co. -	618/258-1660
	Unit Supervisor: Patricia Giger	Alton)	618/877-9200
Carroll County	Ann Stewart	(Stephenson Co.)	815/232-6123
	Unit Supervisor: Michael Covey		815/987-7813
Cass County	Kathy Garner	(Menard Co.)	217/632-7711
	Unit Supervisor: Paula Wert		217/223-0550
Champaign County	Cora Johnson	801 N. Walnut St. Champaign, IL 61820	217/333-5605
	Unit Supervisor: Wallace Busch		309/828-2612
Christian County	Carol Mullen	918 E. Park St. Taylorville, IL 62568	217/824-3389
	Unit Supervisor: Scott Lehmann		217/875-0411
Clark County	Alma Myers	(Coles Co.)	217/345-2188
	Unit Supervisor: Vacant		217/442-4003
Clay County	Sandra Stevenson	(Effingham Co.)	217/347-5443
	Unit Supervisor: Patricia Giger		618/877-9200

Clinton County	Lois Van Winkle	(Hamilton Co.)	618/643-2313
	Unit Supervisor: Clyde Standridge		618/242-2584
Coles County	Alma Ayers	119 W. State St. Charleston, IL 61920	217/345-2188
	Unit Supervisor: Vacant		217/442-4003
Crawford County	Marianna Martin	(Lawrence Co.)	618/943-2334
	Unit Supervisor: Clyde Standridge		618/242-2584
Cumberland County	Alma Ayers	(Coles Co.)	217/345-2188
	Unit Supervisor: Vacant		217/442-4003
DeKalb County	Susan Jacobsen	2245 Gateway Dr. Sycamore, IL 60178	815/756-4805
	Unit Supervisor: Michael Covey		815/987-7813
DeWitt County	Rita Beyer	(McLean Co.)	309/828-2612
	Unit Supervisor: Wallace Busch		309/828-2612
Douglas County	Paula McMillin	(Vermilion Co.)	217/442-4003
	Unit Supervisor: Vacant		217/442-4003
DuPage County	Geraldine Covington Joan Stempel	146 W. Roosevelt Rd. Villa Park, IL 60181	312/530-1120
	Unit Supervisor: Cynthia Ragusa		815/740-5350
Edgar County	Paula McMillin	(Vermilion Co.)	217/442-4003
	Unit Supervisor: Vacant		217/442-4003
Edwards County	Lois Van Winkle	(Hamilton Co.)	618/643-2313
	Unit Supervisor: Clyde Standridge		618/242-2584
Effingham County	Sandra Stevenson	925 E. Fayette Ave. P.O. Box 726 Effingham, IL 62401	217/347-5443
	Unit Supervisor: Patricia Giger		618/877-9200
Fayette County	Sandra Stevenson	(Effingham Co.)	217/347-5443
	Unit Supervisor: Patricia Giger		618/877-9200
Ford County	Paula McMillin	(Vermilion Co.)	217/442-4003
	Unit Supervisor: Vacant		217/442-4003
Franklin County	Sue Haughawout	303 N. Main Benton, IL 62812	618/439-4351
	Unit Supervisor: Clyde Standridge		618/242-2584
Fulton County	Kathy McCance	601 S. Main Street Lewistown, IL 61542	309/547-3755
	Unit Supervisor: Judy Hendricks		309/693-5173
Gallatin County	Vacant	(Saline Co.)	618/252-5024
	Unit Supervisor: Joan Faulkner		618/997-2388
Greene County	Dianne Abbott	(Morgan Co.)	217/245-5164
	Unit Supervisor: Paula Wert		217/223-0550

Grundy County	Vacant	(LaSalle Co.)	815/434-1077
	Unit Supervisor: Penny Kinney		312/859-3500
Hamilton County	Lois Van Winkle	P.O. Box 146	618/643-2313
		McLeansboro, IL 62859	
	Unit Supervisor: Clyde Standridge		618/643-2313
Hancock County	Peggy Tobias	(Adams Co.)	217/223-0550
	Unit Supervisor: Paula Wert		217/223-0550
Hardin County	Vacant	(Saline Co.)	618/252-5024
	Unit Supervisor: Joan Faulkner		618/997-2388
Henderson County	Laura Morrison	(McDonough Co.)	309/833-4127
	Unit Supervisor: Paula Wert		217/223-0550
Henry County	Deborah Davis	125 Midland Plaza #123	309/852-5627
		Kewanee, IL 61443	
	Unit Supervisor: Penny Kinney		309/788-0662
Iroquois County	Marie Blanchette	(Kankakee Co.)	815/939-4544
	Unit Supervisor: Vacant		217/442-4003
Jackson County	Jerry Vick	342 North St.	618/684-4221
		Murphysboro, IL 62966	
		(Williamson Co.)	618/997-6591
	Unit Supervisor: Joan Faulkner		618/997-2388
Jasper County	Marianna Martin	(Lawrence Co.)	618/943-2334
	Unit Supervisor: Clyde Standridge		618/242-2584
Jefferson County	Lois McGath	414 E. Main St.	618/242-2584
		P.O. Box 1607	
		Mt. Vernon, IL 62864	
	Unit Supervisor: Clyde Standridge		618/242-2584
Jersey County	Larry Moore	(Madison Co. Alton)	618/258-1660
	Unit Supervisor: Patricia Giger		618/877-9200
JoDaviess County	Ann Stewart	(Stephenson Co.)	815/232-6123
	Unit Supervisor: Michael Covey		815/987-7813
Johnson County	Kathy Rushing	(Massac Co.)	618/524-2731
	Unit Supervisor: Joan Faulkner		618/997-2388
Kane County	Diane Biegel	361 Old Indian Trail	312/859-3500
	Mary Hinman	Aurora, IL 60605	
	Paula Pope		
	Karen Korbelik	425 Dundee Ave.	312/697-0100
		Elgin, IL 60120	
	Unit Supervisor: Vera Hogan		312/859-3500
Kankakee County	Marie Blanchette	285 N. Schuyler Ave.	815/939-4544
	Mary Brady	Kankakee, IL 60901	
	Janice Fick		
	Unit Supervisor: Vacant		

Kendall County	Mary Hinman	(Kane Co. - Aurora)	312/859-3500
	Unit Supervisor: Vera Hogan		312/859-3500
Knox County	Charlotte Payton Georgia Van Fleet	1580 E. Knox St. Galesburg, IL 61401	309/342-8144
	Unit Supervisor: Judy Hendricks		309/693-5173
Lake County	JoAnn Gibson Barbara Lustig Charles Waters	114 S. Genesee St. Waukegan, IL 60085	312/336-5212
	Unit Supervisor: Vera Hogan		312/859-3500
LaSalle County	Barbara Sickley Vacant	710 Centennial Dr. Ottawa, IL 61350	815/434-1077
	Unit Supervisor: Penny Kinney		309/788-0662
Lawrence County	Marianna Martin	R.R.#1, Box 277 Lawrenceville, IL 62439	618/943-2334
	Unit Supervisor: Clyde Standridge		618/242-2584
Lee County	Dinah Doak	(Whiteside Co.)	815/626-4957
	Unit Supervisor: Michael Covey		815/987-7813
Livingston County	Marie Blanchette	(Kankakee Co.)	815/939-4544
	Unit Supervisor: Vacant		217/442-4003
Logan County	Daniel Schull	(Sangamon Co.)	217/785-7912
	Unit Supervisor: Scott Lehmann		217/875-0411
Macon County	Richard Boulware Beverly Stein Jean Whitacre	3122 N. Water Decatur, IL 62526	217/875-0411
	Unit Supervisor: Scott Lehmann		217/875-0411
Macoupin County	Cheryl Jones	85 Michael Steven Plaza Carlinville, IL 62626	217/854-3145
	Unit Supervisor: Patricia Giger		618/877-9200
Madison County	Wayne Crome Debbie Howard Carolyn Walsh	16 Nameoki Village Shopping Center Granite City, IL 62040	618/877-9200
	Susan Grothaus Larry Moore Janet Stolze	610 W. St. Louis Ave. Alton, IL 62024	618/258-1660
	Unit Supervisor: Patricia Giger		618/877-9200
Marion County	Carolyn McColpin	214 N. Locust Centralia, IL 62801	618/532-1966
	Unit Supervisor: Clyde Standridge		618/242-1040
Marshall County	George Van Hoorebeke	(Peoria Co.)	309/686-6070
	Unit Supervisor: Judy Hendricks		309/686-6070
Mason County	Kathy Garner	(Menard Co.)	217/632-7711
	Unit Supervisor: Paula Wert		217/223-0550

Massac County	Kathy Rushing	2301 Metropolis St. Metropolis, IL 62960	618/524-2631
	Unit Supervisor: Joan Faulkner		618/997-2388
McDonough County	Laura Morrison	1026 E. Jackson Macomb, IL 61455	309/833-4127
	Unit Supervisor: Paula Wert		217/223-0550
McHenry County	Paula Pope	(Kane Co. - Aurora)	312/859-3500
	Unit Supervisor: Vera Hogan		312/859-3500
McLean County	Rita Beyer Vanessa Buckley	722 W. Chestnut Bloomington, IL 61701	309/828-2612
	Unit Supervisor: Wallace Busch		309/828-2612
Menard County	Kathy Garner	118 E. Jackson Petersburg, IL 62675	217/632-7711
	Unit Supervisor: Paula Wert		217/223-0550
Mercer County	Brett Craddock	(Rock Island)	309/788-0662
	Unit Supervisor: Penny Kinney		309/788-0662
Monroe County	Lynda Gaertner	(Randolph Co.)	618/826-4559
	Unit Supervisor: Clyde Standridge		618/242-2584
Montgomery County	Carol Mullen	(Christian Co.)	217/824-3389
	Unit Supervisor: Scott Lehmann		217/875-0411
Morgan County	Diane Abbott	45-47 S. Central Park Pl Jacksonville, IL 62650	217/245-3389
	Unit Supervisor: Paula Wert		217/223-0550
Moultrie County	Beverly Stein	(Macon Co.)	217/875-0411
	Unit Supervisor: Scott Lehmann		217/875-0411
Ogle County	Susan Jacobsen	(DeKalb Co.)	815/756-4805
	Unit Supervisor: Michael Covey		815/987-7813
Peoria County	Rick DeVault Wanda Higgins Denise Mosley George Can Hoorebeke Vacant	3719 N.E. Madison St. Peoria, IL 61614	309/686-6070
	Unit Supervisor: Judy Hendricks		309/693-5173
Perry County	Lynda Gaertner	(Randolph Co.)	618/826-4559
	Unit Supervisor: Clyde Standridge		618/242-2584
Piatt County	Richard Boulware	(Macon Co.)	217/875-0411
	Unit Supervisor: Scott Lehmann		217/875-0411
Pike County	Gary Myers	(Adams Co.)	217/223-0550
	Unit Supervisor: Paula Wert		217/223-0550
Pope County	Kathy Rushing	(Massac Co.)	618/524-2631
	Unit Supervisor: Joan Faulkner		618/997-2388

Pulaski County	Katherine Madison	(Alexander Co.)	618/734-2523
	Unit Supervisor: Joan Faulkner		618/997-2388
Putnam County	Wanda Higgins	(Peoria Co.)	309/686-6070
	Unit Supervisor: Judy Hendricks		309/686-6070
Randolph County	Lynda Gaertner	201 Van Zant St. Chester, IL 62233	618/826-4559
	Unit Supervisor: Clyde Standridge		618/242-2584
Richland County	Marianna Martin	(Lawrence Co.)	618/943-2334
	Unit Supervisor: Clyde Standridge		618/242-1040
Rock Island County	Brett Craddock Terrence Jones Judy Terry Krystal Warden	2827Fifth St. Rock Island, IL 61201	309/788-0662
	Unit Supervisor: Penny Kinney		309/788-0662
Saline County	Vacant	320 E. Raymond St. Harrisburg, IL 62946	618/252-5024
	Unit Supervisor: Joan Faulkner		618/997-2388
Sangamon County	Edra Lewis Betty Pilcher Daniel Schull	100 S. Martin Luther King Springfield, IL 62703	217/782-0400
	Unit Supervisor: Scott Lehmann		217/875-0411
Schuyler County	Peggy Tobias	(Adams Co.)	217/223-0550
	Unit Supervisor: Paula Wert		217/223-0550
Scott County	Diane Abbott	(Morgan Co.)	217/245-5164
	Unit Supervisor: Paula Wert		217/223-0550
Shelby County	Emma Whitacre	(Macon Co.)	217/875-0411
	Unit Supervisor: Scott Lehmann		217/875-0411
Stark County	Rick DaVault	(Peoria Co.)	309/686-6070
	Unit Supervisor: Judy Hendricks		309/686-6070
St. Clair County	Bernadine Branch June Brown Charles Clement Lenora Criggler Hazel LeFlore Hazel Redmond Abbie Riley Shirley Smith Evelyn Walker	320 N. 9th St. E. St. Louis, IL 62201	618/874-8500
	Joan Birchler	110 W. Main St.	618/277-3310
	Daisy Carothers	Belleville, IL 62220	618/277-8178
	Unit Supervisors: Jack Giger and Nolan Cheatham		618/874-8500

Stephenson County	Ann Stewart		222 W. Exchange	815/232-6123
			Freeport, IL 61032	
	Unit Supervisor:	**Michael Covey**		815/987-7813
Tazewell County	Carolyn Brown		200 S. 2nd St.	309/347-4184
	Donna Moore		Pekin, IL 61554	
	Unit Supervisor:	**Wallace Busch**		309/828-2612
Union County	Katherine Madison		(Alexander Co.)	618/734-2523
	Unit Supervisor:	**Joan Faulkner**		618/997-2388
Vermilion County	Debra Anderson		220 S. Bowman	217/442-4003
	Paula McMillin		Danville, IL 61832	
	Vera Skinner			
	Unit Supervisor:	**Vacant**		217/442-4003
Wabash County	Lois Van Winkle		(Hamilton Co.)	618/643-2313
	Unit Supervisor:	**Clyde Standridge**		618/242-2584
Warren County	Laura Morrison		(McDonough Co.)	309/833-4127
	Unit Supervisor:	**Paula Wert**		217/223-0550
Washington County	Donald Nelson		(Jefferson Co.)	618/242-2584
	Unit Supervisor:	**Clyde Standridge**		618/242-2584
Wayne County	Lois Van Winkle		(Hamilton Co.)	618/643-2313
	Unit Supervisor:	**Clyde Standridge**		618/242-2584
White County	Vacant		(Saline Co.)	618/252-5024
	Unit Supervisor:	**Joan Faulkner**		618/997-2388
Whiteside County	Dinah Doak		2321 E. Lincolnway	815/626-4957
			Sterling, IL 61081	
	Unit Supervisor:	**Michael Covey**		815/987-7813
Will County	Mary Ruth Farmer		45 E. Webster St.	815/740-5350
	Beverly Hollins		Joliet, IL 60431	
	Kathleen Maccani			
	Unit Supervisor:	**Cynthia Ragusa**		815/740-5350
Williamson County	Norma Endsley		102 E. DeYoung	618/997-2388
	Richard Gulley		Marion, IL 62959	
	Unit Supervisor:	**Joan Faulkner**		618/997-2388
Winnebago County	Nancy Johnson		111 1/4 N. Avon	815/987-7813
	Karl Kalekauris		Rockford, IL 61103	
	Jill Rohner			
	Unit Supervisor:	**Michael Covey**		815/987-7813
Woodford County	Rita Beyer		(McLean Co.)	309/828-2612
	Unit Supervisor:	**Wallace Busch**		309/828-2612

COOK COUNTY AFDC

REGION I

Henry Jarosz, Regional Administrator
1545 N. LaVergne
Chicago, IL 60651
312/854-1767

Local Office	Unit Supervisor(s)	Address	Phone
Cabrini	Elizabeth Watkins	(Humboldt)	312/489-4211
Humboldt	Elizabeth Watkins	2753 W. North Ave. Chicago, IL 60647	312/489-4211
Lower North	Kenneth Steffens	(Wicker Park)	312/276-3210
Northern	Melvin Mullins	5822 N. Western Chicago, IL 60659	312/275-5125
Northwest	Felicia Gholston	4105 W. Chicago Ave. Chicago, IL 60651	312/265-7000
Uptown	Melvin Mullins	(Northern)	312/275-5125
Wicker Park	Kenneth Steffens	1279 N. Milwaukee Chicago, IL 60622	312/292-2871

REGION II

Sonja Blomster, Regional Administrator
100 N. Western
Chicago, IL 60612
312/633-3916

Local Office	Unit Supervisor(s)	Address	Phone
Ashland	Shirley Burnett	100 N. Western Chicago, IL 60612	312/633-3946
	Steven Cohen		312/633-3949
	Suzanne Flaherty		312/633-3928
	Jarie Granton		312/633-3927
Austin	Shirley Burnett	100 N. Western Chicago, IL 60612	312/633-3946
	Steven Cohen		312/633-3949
	Suzanne Flaherty		312/633-3928
	Jarie Granton		312/633-3927
Englewood	Ethel Pearson	6305 S. Western Chicago, IL 60636	312/436-8300
Garfield	Shirley Burnett	100 N. Western Chicago, IL 60612	312/633-3946
	Steven Cohen		312/633-3949
	Suzanne Flaherty		312/633-3928
	Jarie Granton		312/633-3927
Western	Shirley Burnett	100 N. Western Chicago, IL 60612	312/633-3946
	Steven Cohen		312/633-3949
	Suzanne Flaherty		312/633-3928
	Jarie Granton		312/633-3927

West Suburban	Shirley Burnett	100 N. Western	312/633-3946
	Steven Cohen	Chicago, IL 60612	312/633-3949
	Suzanne Flaherty		312/633-3928
	Jarie Granton		312/633-3927

REGION III

Demo Bratsolias, Regional Administrator 935 W. Monroe
Chicago, IL 60612 312/633-1832

Local Office	Unit Supervisor(s)	Address	Phone
Kenwood	Kevin McLurkin	935 W. Monroe St. Chicago, IL 60607	312/633-1708
Michigan	Julia Camacho	935 W. Monroe St.	312/633-1718
	Bruce Edwards	Chicago, IL 60607	312/633-1729
Oakland	Alma Pride Linda Thomas	(Woodlawn)	312/753-5288
Park Manor	Alma Pride Linda Thomas	(Woodlawn)	312/753-5288
Pershing	Kevin McLurkin	935 W. Monroe St. Chicago, IL 60607	312/633-1708
Woodlawn	Alma Pride Linda Thomas	6317 S. Maryland Chicago, IL 60637	312/753-5288

REGION IV

Marva Hall, Regional Administrator 831 W. 119th St.
Chicago, IL 60643 312/660-2305

Local Office	Unit Supervisor(s)	Address	Phone
Auburn Park	Sandra Abron	831 W. 119th St.	312/660-4960
	Joyce Delk	Chicago, IL 60643	312/660-2310
	Charlestine Hicks		312/660-4954
	Carlos Jarvis		312/660-2308
	Gloria Russell		312/660-4932
Roseland	Sandra Abron	(831 W. 119th St.)	312/660-4960
	Joyce Delk		312/660-2310
	Charlestine Hicks		312/660-4954
	Carlos Jarvis		312/660-2308
	Gloria Russell		312/660-4932
Southeast	Sandra Abron	(831 W. 119th St.)	312/660-4960
	Joyce Delk		312/660-2310
	Charlestine Hicks		312/660-4954
	Carlos Jarvis		312/660-2308
	Gloria Russell		312/660-4932

South Suburban	Sandra Abron	(831 W. 119th St.)	312/660-4960
	Joyce Delk		312/660-2310
	Charlestine Hicks		312/660-4954
	Carlos Jarvis		312/660-2308
	Gloria Russell		312/660-4932

COOK COUNTY GA

REGION I

Henry Jarosz, Regional Administrator
1545 N. Lavergne
Chicago, IL 60651
312/854-1767

Local Office	Unit Supervisor(s)	Address	Phone
Cabrini	Mary Dulaney	1545 N. Lavergne	312/854-1700
Humboldt	Peggy Ellis	Chicago, IL 60651	
Lower North	Pauline Gambill		
Northern	Jouyce Milkowski		
Northwest	Virginia Neradt		
Uptown			
Wicker Park			

REGION II

Sonja Blomster, Regional Administrator
100 N. Western
Chicago, IL 60612
312/633-3916

Local Office	Unit Supervisor(s)	Address	Phone
Ashland	Olga Franco	100 N. Western	312/733-5800
Austin	Parl Gervais	Chicago, IL 60612	
Englewood	Charles McGourty		
Garfield	Carlos Rodriguez		
Metro West GA	Lachman Setaram		
Western	Larvell Sumlin		
West Suburban			

REGION III

Demo Bratsolias, Regional Administrator
935 W. Monroe
Chicago, IL 60607
312/633-1832

Local Office	Unit Supervisor(s)	Address	Phone
Central GA	Darlene Forte	935 W. Monroe St.	312/633-1739
Kenwood	Paula Griffith	Chicago, IL 60607	312/633-1775
Michigan	Juanita Grizzard		312/633-1750
Oakland	Lois Hummel		312/633-1784
Park Manor	George Jordan		312/633-1766
Pershing	Deborah McCray		312/633-1758
Woodlawn			

REGION IV

Marva Hall, Regional Administrator
831 W. 119th St.
Chicago, IL 60643
312/660-2307

Local Office	Unit Supervisor(s)	Address	Phone
Auburn Park	Harry Brown	831 W. 119th St.	312/660-2307
Metro South GA	Carnegia Gordon	Chicago, IL 60643	312/660-4883
Roseland	Eleanor Laddie		312/660-4891
Southeast	Patricia Lambert		312/660-2309
South Suburban	Letha Patrick		312/660-4907
	Vacant		312/660-4899
	NathanielSmith		312/660-4908

LOCAL SERVICE PROVIDER FORM

Service Provider: ______________________________

Address: ______________________________

(_____) If checked here, see additional pages for multiple locations.

Phone: (   ) ______ - ________ After Hours Phone: (   ) ______ - ________

Contact Person: ______________________________

Office Hours: ______________________________

Geographical Area Served: ______________________________

Ages Served: ______________________________

Services Provided: ______________________________

Fees: ______________________________

Accreditation/Services Licensed for ______________________________

Type of Client to be Referred to Service Provider: ______________________________

Client Referral Process: ______________________________

Tracking/Monitoring Method: ______________________________

Comments: ______________________________

Prepared by ______________________________

Date: ______________________________

LOCAL TRAINING PROGRAM FORM

1. Name of **Agency**: ______________________________
2. Training **Program** Name: ______________________________
3. Program **Length** is ________ weeks
4. Program **Hours** are ______________________________
5. Brief Description of Program **Content**: ______________________________

____

____

____

____

6. **Starting Dates** for

January:	____________	July:	____________
February:	____________	August:	____________
March:	____________	September:	____________
April:	____________	October:	____________
May:	____________	November:	____________
June:	____________	December:	____________

7. Program **Eligibility** Requirements:

JTPA Income Levels ________ yes ________ no

Age Range: ______________

Service Area: ______________________________

Pre-Test Given? ________ yes ________ no

Instrument Used: ______________________________

Entrance Score Required: ______________________________

8. Program **Registration** Process:

Telephone #/Contact Name: ______________________________

How to Sign Up: ______________________________

Registration Period: ______________________________

Number of Slots/Year: ______________________________

9. **Supportive Services** Available:

Day Care Assistants ________ yes ________ no

Transportation ________ yes ________ no

Lunch ________ yes ________ no

Individual Tutoring ________ yes ________ no

Other: ______________________________

10. **Placement Record** (% of graduates): ______________________________

Your Name/Title: ______________________________ Date: ______________

____

THE DEPARTMENT OF REHABILITATION SERVICES

Question: What is the Department of Rehabilitation Services?

Answer: The Department of Rehabilitation Services (DORS) promotes and provides equal opportunities for independence and participation in society for persons with disabilities. The goal of all programs is to enhance the vocational potential of disabled people and to help them become employed. Severely disabled people receive the highest priority. Potential clients receive evaluations to determine if their disabilities are vocational handicaps. Eligible clients receive an individualized rehabilitation plan containing a vocational goal, related activities, and needed services. The Secondary Work Experience Program (SWEP), serving secondary school clients, purchases school-supervised vocational training work adjustment and independent living experiences for clients. The Vocational Rehabilitation Program (VR), implemented by the DORS Bureaus of Blind Services (BBS) and Rehabilitation Services (BRS), helps disabled citizens obtain and retain jobs. The goal of the Home Service Program (HSP) is to prevent the institutionalization of persons with disabilities. Another DORS Education for Employment effort is the Vending Facility Program (VFP), which assists about forty new candidates a year through classroom and on-the-job training experiences. Grants to not-for-profit organizations provide additional services to groups through sheltered workshop experiences and equipment purchases.

Question: Who is the local contact for rehabilitation services?

Answer: With the exception of the Chicago area, appointments must be made with the local DORS office. Within the city of Chicago, zip codes are used to determine the office for referral.

Question: Are training services provided?

Answer: Yes, each person who applies for DORS services is evaluated to determine if his/her disability presents a barrier to employment. If the person is determined to be eligible for services, an Individualized Written Rehabilitation Program (IWRP) is developed. This IWRP describes the vocational goals of the individual and identifies ways in which these goals may be met. The IWRP also outlines the assistance needed by the person in order for him/her to reach the stated goals.

If it is determined that additional educational training is required, DORS will pay the tuition and fee amounts that are published by the educational facility. Tuition and fees may be paid for training within colleges, universities, adult/continuing education classes, business, or vocational schools. Before any payment will be made by DORS, all available federal scholarships and grants must be utilized by the client. Private educational/training facilities are used only when necessary. Depending upon the individual case, DORS may also pay for basic books, supplies, tools, and equipment necessary for successful completion of the program.

Question: **What guidelines must be followed to apply for rehabilitation services?**

Answer: DORS serves people who have any physical or mental disability which presents a substantial barrier to employment and who, as a result of rehabilitative services, would have a reasonable expectation of becoming employed. To determine eligibility, an appointment may be set up with a rehabilitation counselor in one of the local DORS offices throughout the state.

Question: **Does the DORS offer placement services?**

Answer: Yes, finding employment for the DORS clients is the first priority.

Question: **What is the referral procedure?**

Answer: With the exception of the Chicago area, appointments must be made with the local DORS office. Within the city of Chicago, zip codes are used to determine the office for referral. Contact the Illinois Department of Rehabilitation Services, 623 East Adams, P.O. Box 19429, Springfield, IL 62794-9429 or call (800) 233-DIAL (3425) for more information.

Question: **Are out-patient and in-patient services offered?**

Answer: Out-patient services are provided through the Home Services Program. Eligible individuals can receive the following services: Attendant/Housekeeping, Supervision, Homemaker, Home Health, Electronic Home Response, and Home Delivered Meals.

Question: What services are provided through DORS?

Answer: The following services are provided by DORS:

Artificial Limbs	Amputee clinic evaluations required. The DORS arranges these.
Braces and Orthopedic Devices	Medical specialist examination required. The DORS arranges these.
Dental Extractions and Dentures	When these services are provided, the medical evidence must clearly show the person's physical inability to work is a result of the dental condition.
Diagnosis (medical) and Evaluation	Existing records and reports of the client's condition are used. Also the DORS may authorize necessary additional examinations.
Evaluation (work)	Helps determine the work capability and stamina of clients.
Glasses (eye)	Ordinary eyeglasses may be provided as one of several services required for rehabilitation.
Guidance and Counseling	Experienced DORS staff members assist the clients in planning and completing the rehabilitation plan best suited to their abilities and limitations.
Hearing Aids	Requires hearing aid clinic evaluation for first time wearers. In general, the hearing loss must be of such an extent that normal communication is impaired.
Hospitalization	Provided when recommended and supervised by a physician in carrying out a vocational rehabilitation program.
Interpreter Services	Provided for hearing impaired clients while attending training programs and in situations where this service is required on a temporary basis.
Licenses (Occupational)	As required for particular occupations.

Training (gait)	When necessary to train or retrain amputees in the use of prostheses.
Training (tutorial)	May be provided during certain types of training programs. Amounts are limited by the DORS fee schedule.
Transportation	Actual costs when required to participate in a DORS rehabilitation program or necessary to secure diagnostic services.
Wheelchair	Medical specialist's examination required.

Question: Does the DORS offer housing services?

Answer: No, the DORS funds Centers for Independent Living throughout the state. These centers provide services that help people develop skills to live independently within the community. The services offered vary among centers, but include such things as advocacy, personal care assistant, information and referral, and housing. Examples of these services are

Advocacy	If a deaf probationer needs assistance in court, an interpreter may be assigned by the CIL.
Housing	The CIL may offer assistance in getting subsidized and/or accessible housing.

DEPARTMENT OF REHABILITATION SERVICES

PROGRAM TITLE: JOBS NOW

DESCRIPTION: JOBS NOW is a state-wide referral network putting prospective employers in touch with job qualified individuals with disabilities. Employer services include single source referrals of job ready persons within 72 hours, comprehensive screening, counseling on tax advantages, and advice on job placement modifications.

ELIGIBILITY REQUIREMENTS: Any DORS-eligible client is also eligible for the JOBS NOW program.

SUPPORTIVE SERVICES: Depending upon individual circumstances, supportive services may include activities such as job referral, coordination of referral follow-up, provision of special equipment, transportation, and counseling.

REFERRAL/ APPLICATION PROCEDURE: The individual should contact the local DORS office to determine eligibility criteria for programs. This generally takes four-to-six weeks. Once DORS-eligibility has been approved, the individual will become involved in a screening process which includes such activities as a review of job history, gathering of biographical data, and administration of a career interest test and a general intelligence test. It is through this process that the individual can receive the services of the JOBS NOW program.

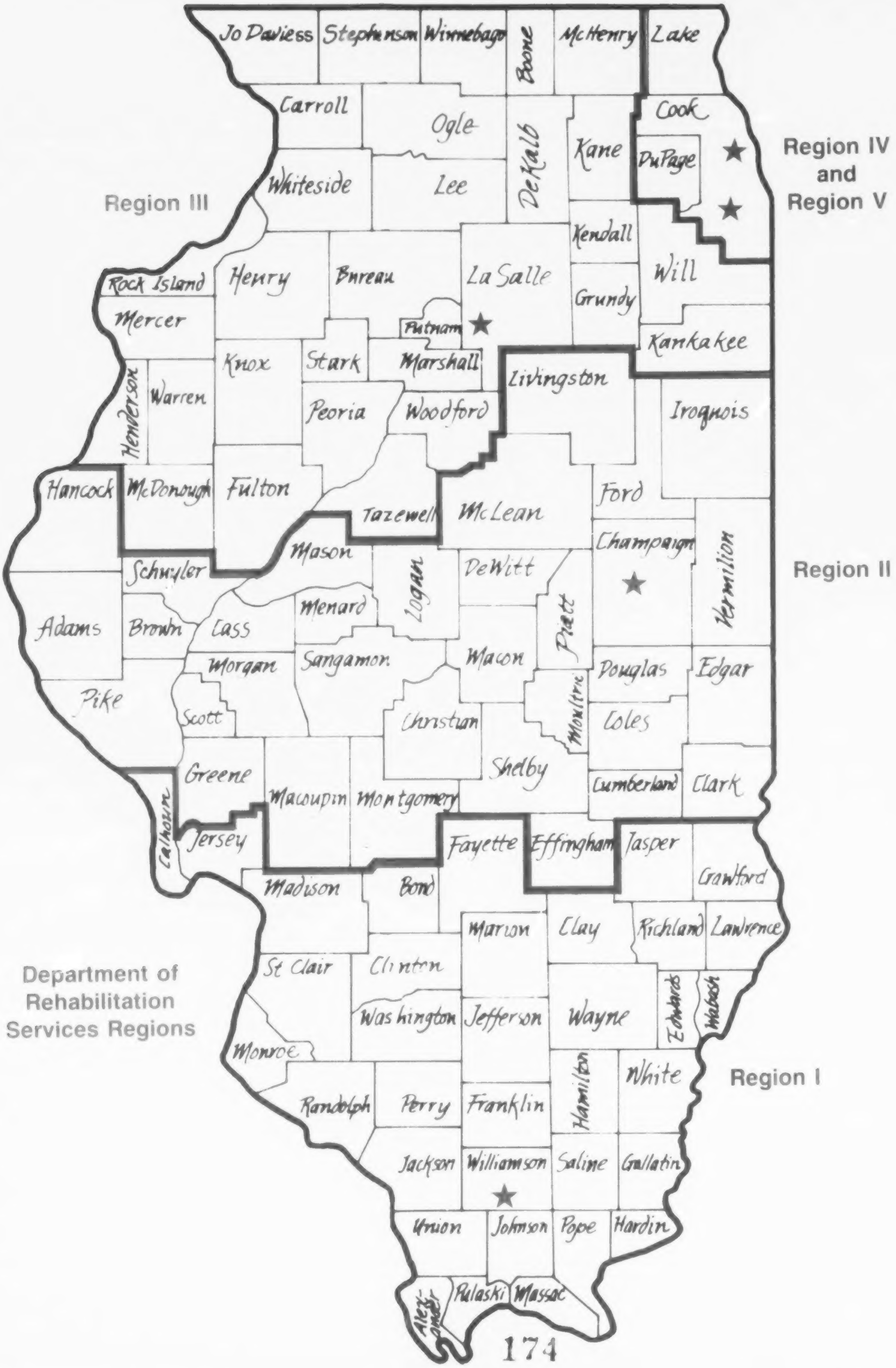
STATE ADDRESS/ CONTACT:

Emily Meyer
Springfield Center for Independent Living
426 West Jefferson
Springfield, IL 62702
(1-800-JOBS-NOW)

Kathy Egizi
Department of Rehabilitation Services
100 West Randolph
Suite 8-100
Chicago, IL 60601
(312) 917-5081

DEPARTMENT OF REHABILITATION SERVICES

PROGRAM TITLE:	Vocational Rehabilitation Program (VR)
DESCRIPTION:	Through approximately 250 counselors in 50 district offices, the DORS provides an array of services, based on an Individualized Written Rehabilitation Program (IWRP), to assist clients in achieving vocational objectives. Services include diagnostic, guidance and counseling, physical restoration, work evaluation and adjustment, training (vocational and academic), maintenance, job placement, follow up, and supportive services.
ELIGIBILITY REQUIREMENTS:	Any person who has a diagnosable physical or mental disability which constitutes a substantial handicap to employment and for whom there is a reasonable expectation that rehabilitation services would benefit in terms of employability is eligible.
SUPPORTIVE SERVICES:	Based on economic need, purchased services may require client participation. Guidance, counseling, placement, and follow-up are provided without regard to economic need.
REFERRAL/ APPLICATION PROCEDURE:	The DORS directly provides guidance, counseling, placement, and follow-up services; purchases other services from third parties; and arranges for services through other programs such as the JTPA.
STATE ADDRESS/ CONTACT:	Steve Dolan, Manager Division of Field Operations Department of Rehabilitation Services P.O. Box 19429 Springfield, IL 62794-9429 (217) 785-7765


Region IV
and
Region V
Region III
Region II
Region I
Jo Daviess
Stephenson
Winnebago
Boone
McHenry
Lake
Carroll
Ogle
Cook
DuPage
Kane
Whiteside
Lee
DeKalb
Kendall
Rock Island
Henry
Bureau
La Salle
Will
Grundy
Mercer
Putnam
Kankakee
Knox
Stark
Marshall
Livingston
Henderson
Warren
Peoria
Woodford
Iroquois
Hancock
McDonough
Fulton
Ford
Tazewell
McLean
Champaign
Vermilion
Schuyler
Mason
DeWitt
Logan
Adams
Brown
Cass
Menard
Piatt
Morgan
Sangamon
Macon
Douglas
Edgar
Pike
Scott
Christian
Moultrie
Coles
Shelby
Greene
Macoupin
Montgomery
Cumberland
Clark
Calhoun
Jersey
Fayette
Effingham
Jasper
Crawford
Madison
Bond
Marion
Clay
Richland
Lawrence
St Clair
Clinton
Edwards
Wabash
Washington
Jefferson
Wayne
Monroe
Hamilton
White
Randolph
Perry
Franklin
Jackson
Williamson
Saline
Gallatin
Union
Johnson
Pope
Hardin
Alexander
Pulaski
Massac

Department of
Rehabilitation
Services Regions

DEPARTMENT OF REHABILITATION SERVICES OFFICES

Region I

Regional Office

Department of Rehabilitation
Services
Michael Young
Regional Administrator
202 E. Main Street
Marion, IL 62959
(618) 997-1864

District Offices

Department of Rehabilitation
Services
510 East Sixth Street
P.O. Box 218
Alton, IL 62002
(618) 465-8856

Department of Rehabilitation
Services
Rural Route #2
P.O. Box 351, Lick Creek Rd.
Anna, IL 62906
(618) 833-5115

Department of Rehabilitation
Services
601 South High Street
Belleville, IL 62221
(618) 235-5300

Department of Rehabilitation
Services
Route 37 North
P.O. Box 597
Benton, IL 62812
(618) 439-4334

Department of Rehabilitation
Services
P.O. Box 2348
309 E. Jackson
Carbondale, IL 62902
(618) 457-2107

Department of Rehabilitation
Services
P.O. Box 3419
Carbondale, IL 62901
(618) 549-0771

Department of Rehabilitation
Services
10 Collinsville Avenue
Suite 303
East St. Louis, IL 62201
(618) 875-9300

Department of Rehabilitation
Services
3675 Nameoki Road
Granite City, IL 62040
(618) 877-0753

Department of Rehabilitation
Services
617 East Church, Suite 4
Harrisburg, IL 62949
(618) 253-7681

Department of Rehabilitation
Services
4 Doctors Park Road
Mount Vernon, IL 62864
(618) 244-0331

Department of Rehabilitation
Services
P.O. Box 39
1112 South West Street
Olney, IL 62450
(618) 395-2147

Region II

Regional Office

Department of Rehabilitation Services
Diane Hale
Regional Administrator
2416 W. Springfield Street
Champaign, IL 61821
(217) 244-0678

District Offices

Department of Rehabilitation Services
209 S. Prospect Road
Bloomington, IL 61704
(309) 662-1347

Department of Rehabilitation Services
33 East Springfield Avenue
Champaign, IL 61820
(217) 333-5707

Department of Rehabilitation Services
407 North Franklin, Suite A
Danville, IL 61832
(217) 446-0230

Department of Rehabilitation Services
1065 W. Pershing Road
Decatur, IL 62526
(217) 875-4866

Department of Rehabilitation Services
658 East State Street, Bldg. 5
Jacksonville, IL 62650
(217) 245-9585

Department of Rehabilitation Services
P.O. Box 349, WIU
Macomb, IL 61455
(309) 833-4573

Department of Rehabilitation Services
129 North 15th Street
Mattoon, IL 61938
(217) 235-3154

Department of Rehabilitation Services
2435 Broadway
Quincy, IL 62301
(217) 224-2600

Department of Rehabilitation Services
330 South Grand Avenue
Springfield, IL 62704
(217) 782-4830

Region III

Regional Office

Department of Rehabilitation Services
Jim Scolari
Regional Administrator
R. R. 2, 308 N. 30th Road
LaSalle, IL 61301
(815) 223-7758

District Offices

Department of Rehabilitation Services
1700 North Farnsworth
Suite 12
Aurora, IL 60505
(312) 851-7275

Department of Rehabilitation
Services
1504 Sycamore Road
DeKalb, IL 60115
(815) 758-2471

Department of Rehabilitation
Services
595 South State
Elgin, IL 60132
(312) 741-9350

Department of Rehabilitation
Services
773 W. Lincoln
Lincoln Square
Freeport, IL 61032
(815) 233-5904

Department of Rehabilitation
Services
261 North Broad
Galesburg, IL 61401
(309) 343-2193

Department of Rehabilitation
Services
10 North Fairlane, Suite 102
Joliet, IL 60430
(815) 744-2371

Department of Rehabilitation
Services
1780 West Merchant
Kankakee, IL 60901
(815) 939-4422

Department of Rehabilitation
Services
410 First Street, Suite A
LaSalle, IL 61301
(815) 224-1314

Department of Rehabilitation
Services
2934 Court Street
Sunset Plaza
Pekin, IL 61554
(309) 353-5996

Department of Rehabilitation
Services
3829 N. Sheridan Road
Peoria, IL 61614
(309) 686-6000

Department of Rehabilitation
Services
1008 Seventh Avenue
Rock Falls, IL 61071
(815) 625-8885

Department of Renabilitation
Services
4711 44th Street, Suite 3
Rock Island, IL 61201
(309) 786-6468

Department of Rehabilitation
Services
3809 East State Street
Rockford, IL 61108
(815) 987-7390

Department of Rehabilitation
Services
4402 North Main
Singer Zone Center
Rockford, IL 61105
(815) 987-7156

Region IV

Regional Office

Department of Rehabilitation Services
Eleanore Murdock
Regional Administrator
9730 S. Western Avenue, Suite 804
Evergreen Park, IL 60642
(312) 857-2380

District Offices

Department of Rehabilitation Services
3356 S. Ashland Avenue
Chicago, IL 60608
(312) 650-4640

Department of Rehabilitation Services
8840 S. Stony Island
Chicago, IL 60617
(312) 768-6700

Department of Rehabilitation Services
2255 W. 79th Street
Chicago, IL 60620
(312) 471-4750

Department of Rehabilitation Services
1514 West Division
Chicago, IL 60622
(312) 489-1500

Department of Rehabilitation Services
1279 N. Milwaukee Avenue
Chicago, IL 60622
(312) 292-4400

Department of Rehabilitation Services
100 First National Plaza - Suite 500
Chicago Heights, IL 60411
(312) 756-0470

Department of Rehabilitation Services
9730 South Western Avenue,
Suite 612
Evergreen Park, IL 60642
(312) 857-2350

Department of Rehabilitation Services
6555 North Avenue
Oak Park, IL 60302
(312) 848-7100

Region V

Regional Office

Department of Rehabilitation Services
Betty Butler
Regional Administrator
100 W. Randolph Street
Suite 8-100
Chicago, IL 60601
(312) 917-2926

District Offices

Department of Rehabilitation Services
5015 West Lawrence
Chicago, IL 60630
(312) 282-7600

Department of Rehabilitation Services
6445 North Western Avenue
Chicago, IL 60645
(312) 761-9550

Department of Rehabilitation
Services
2901 Finley Avenue
Suite 109
Downers Grove, IL 60505
(312) 495-0500

Department of Rehabilitation
Services
3615 Grand Avenue
Gurnee, IL 60031
(312) 244-8474

Department of Rehabilitation
Services
5340 Keystone Court
Rolling Meadows, IL 60008
(312) 253-6200

LOCAL TRAINING PROGRAM FORM

1. Name of **Agency**: ______________________________
2. Training **Program** Name: ______________________________
3. Program **Length** is ______ weeks
4. Program **Hours** are ______________________________
5. Brief Description of Program **Content**: ______________________________

____

____

____

____

6. **Starting Dates** for

January: __________
February: __________
March: __________
April: __________
May: __________
June: __________
July: __________
August: __________
September: __________
October: __________
November: __________
December: __________

7. Program **Eligibility** Requirements:

JTPA Income Levels ________ yes ________ no
Age Range: ______________
Service Area: ______________________________
Pre-Test Given? ________ yes ________ no
Instrument Used: ______________________________
Entrance Score Required: ______________________________

8. Program **Registration** Process:

Telephone #/Contact Name: ______________________________
How to Sign Up: ______________________________
Registration Period: ______________________________
Number of Slots/Year: ______________________________

9. **Supportive Services** Available:

Day Care Assistants ________ yes ________ no
Transportation ________ yes ________ no
Lunch ________ yes ________ no
Individual Tutoring ________ yes ________ no
Other: ______________________________

10. **Placement Record** (% of graduates): ______________________________

Your Name/Title: ______________________ Date: __________

____

FINANCIAL AID

Question: What type of financial aid is available to the probationer?

Answer: Financial aid may include assistance in some or all of the following forms:

- Grants (based on financial need)
- Scholarships (awards for academic achievement or talent)
- Loans (to be repaid after the student leaves the college)

The Financial Aid office at the college or university will have information on the various grants and scholarships available.

Question: What determines eligibility for financial aid?

Answer: Each college and university may have eligibility requirements for financial aid as well as a formula for establishing financial need. These requirements usually include

- *Financial Need*

  This is the difference of the cost to attend college versus the student's ability to pay those costs. This contribution is computed on the basis of income, family size, and employability.

- *Minimum Credit-Hour Enrollment*

  Students must be enrolled for at least a minimum number, usually six, of credit hours.

- *Satisfactory Progress*

  Students receiving financial aid must not only remain in good academic standing, but must also complete their degree or certificate programs within specified time limits.

Question: What forms must be utilized for financial aid?

Answer: Each financial aid program has forms that must be completed. These forms can be obtained from the financial aid office. Each institution uses a preferred application form. Some may also request the completion of an institutional form.

Question: **What will financial aid pay for?**

Answer: Depending on the type of award, financial aid may pay for tuition, fees, books, living expenses, and transportation.

Question: **Who should be contacted locally to help probationers with financial aid?**

Answer: Contact should be made with personnel at the Financial Aid office of the college or university the individual is interested in attending. Individuals interested in applying for financial aid are encouraged to **begin the application process early**. Some aid programs have early deadlines, others allocate funds as applications are received: *first come, first served.* Persons who have not completed the financial aid application procedure will have to **pay cash** in order to register.

All individuals intending to apply for financial aid should obtain a copy of The Student Guide available from local high schools or community college Financial Aid offices.

Question: **What type of financial aid is available through the U.S. Department of Education?**

Answer: The U.S. Department of Education offers five major student financial aid programs:

1. Pell Grants
2. Supplemental Educational Opportunity Grants (SEOG)
3. College Work-Study (CWS)
4. Perkins Loans (formerly National Direct Student Loans (NDSL)
5. Stafford Loans (formerly GSL), including PLUS Loans and Supplemental Loans for Students (SLS)

Grants are awards that don't have to be paid back. **Work-Study** gives an individual the chance to work and earn money to help pay for school. **Loans** are borrowed money that must be repaid with interest.

Undergraduates may receive aid from all three types of programs. Graduate students may apply for loans or work-study, but not for grants. Not all schools take part in all programs. To find out which ones are available at a school, contact the school's Financial Aid office.

Question: Who is eligible to receive financial aid?

Answer: In general, an individual is eligible for financial aid if the following requirements are met:

- must be enrolled at least half-time to receive aid from the Pell Grant, GSL, PLUS, or SLS programs. Half-time enrollment is not required for the campus-based student aid programs.
- is enrolled as a regular student in an eligible program at a college, university, vocational school, technical school, or hospital school of nursing that takes part in the U.S. Department of Education financial aid programs.
- is a U.S. citizen or an eligible non-citizen.
- must show financial need.
- is making satisfactory progress in his/her course of study.
- is not in default on a Perkins Loan (or an NDSL), Guaranteed Student Loan, PLUS loan, or SLS, and is not more than 90 days delinquent in repaying a consolidated loan.
- does not owe a refund on a Pell Grant or a Supplemental Educational Opportunity Grant.
- must sign a statement of updated information certifying that specific items on the Student Aid Report (SAR) are correct.
- must also sign a statement of educational purpose saying that he/she will use the federal student aid funds only for expenses related to attending the school of choice.
- must sign a statement of registration status indicating that he/she has registered with the Selective Service, if so required.

Question: How does an individual apply for financial aid?

Answer: Any of the forms listed below can be used to apply for financial aid. However, for the GSL, PLUS, or SLS programs there are some additional steps necessary to apply.

The forms needed to apply for federal aid are as follows:

- The U.S. Department of Education's "Application for Federal Student Aid" (AFSA)
- The College Scholarship Service's "Financial Aid Form" (FAF)

- The American College Testing Program's "Family Financial Statement" (FFS)
- The Illinois State Scholarship Commission's "Application for Federal and State Student Aid" (AFSSA)

In order to be considered for aid from non-federal as well as federal sources, the school may specify which forms should be completed. These forms are available from the school's Financial Aid office.

Question: How soon should an individual apply for financial aid?

Answer: An individual should apply as soon as possible after January 1. It generally takes four to six weeks to process an application. If an application deadline is missed, financial aid will not be awarded. Application must be made for financial aid each year.

Question: What records are necessary to complete most applications for financial aid?

Answer: The U.S. Income Tax Return is the most important record, since specific numbers from specific lines on the tax return are used to complete most applications. Other useful records are W-2 forms and other records of income received, current bank statements and mortgage information, and records of benefits received from the Social Security Administration, Veterans' Administration, and other agencies.

Question: How does an individual know if his/her application for financial aid has been received and processed?

Answer: To find out if the application has been processed, write to

Federal Student Aid Programs
P.O. Box 4185
Iowa City, IA 52244

or call

(319) 337-3738

Question: **Are there other sources of information concerning student aid?**

Answer: Yes, the Federal Student Aid Information Center [(800) 353-INFO (a toll-free number)] provides the following services:

- helping an individual file an application or correct a SAR;
- checking on whether a school takes part in federal student aid programs;
- explaining student eligibility requirements;
- explaining the process of determining financial aid awards;
- solving payment problems;
- explaining the verification process; and
- explaining general program requirements.

FINANCIAL AID

PROGRAM TITLE: College Work-Study

DESCRIPTION: The College Work-Study (CWS) Program provides jobs for undergraduate and graduate students who need financial aid. CWS gives an individual a chance to earn money to help pay for educational expenses. Students are paid at least the current federal minimum wage, but the amount paid may also be related to the type and difficulty of the work. The total CWS award depends on the individual's need, the amount of money the school has for this program, and the amount of aid the individual may get from other programs.

ELIGIBILITY REQUIREMENTS: This program is designed for undergraduate and graduate students. It is a campus-based program.

SUPPORTIVE SERVICES: None

REFERRAL/ APPLICATION PROCEDURE: Each school has individual deadlines, which are usually early in each calendar year. Deadlines can be confirmed by the financial aid administrator at the school.

STATE ADDRESS/ CONTACT: Not applicable

FINANCIAL AID

PROGRAM TITLE: Pell Grant

DESCRIPTION: Pell Grants are awards to help undergraduates pay for their education after high school. These grants provide a "foundation" of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be repaid. Eligible students may qualify for books, living expenses, transportation, child care costs up to $1,000, and expenses related to handicapping conditions. The amount of the grant will depend on the number of hours in which the student is enrolled and the extent of financial need.

ELIGIBILITY REQUIREMENTS: Pell Grants are available only to undergraduates who are enrolled at least half-time. The grant is usually limited to five full years of study. To determine eligibility, the United States Department of Education uses a standard formula to evaluate the information reported on the application. The formula produces a Student Aid Index number. The Student Aid Report contains this number and will tell whether the individual is eligible.

SUPPORTIVE SERVICES: None

REFERRAL/ APPLICATION PROCEDURE: The individual should check with the financial aid administrator at the school to find out about timelines and application procedures.

STATE ADDRESS/ CONTACT: Not applicable

ADDITIONAL INFORMATION: This is a grant. Repayment is not expected.

FINANCIAL AID

PROGRAM TITLE:	Perkins Loan (formerly National Direct Student Loans--NDSL)
DESCRIPTION:	The Perkins Loan is a low-interest (five percent) loan to help pay for education after high school. These loans are for both undergraduate and graduate students and are made through a school's financial aid office. Depending on the individual's financial need, the availability of Perkins Loan funds at the school, and the amount of other aid the individual may be receiving, an individual may borrow up to * $4,500 if the individual is enrolled in a vocational program, or if he/she has completed less than two years of a program leading to a bachelor's degree. * $9,000 if the individual is an undergraduate student who has already completed two years of study toward a bachelor's degree and has achieved third-year status. * $9,000 for graduate or professional study. The total for the program is $18,000.
ELIGIBILITY REQUIREMENTS:	Perkins Loans are for undergraduate and graduate students. The amount of the loan is based on need and availability of funds. The Perkins Loan program is a campus-based program.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	Each school sets individual deadlines, which are usually early in each calendar year. Find out what the deadlines are by checking with the financial aid administrator at the school.
STATE ADDRESS/ CONTACT:	Not applicable
ADDITIONAL INFORMATION:	The loan must be repaid.

FINANCIAL AID

PROGRAM TITLE:	PLUS Loans
DESCRIPTION:	PLUS loans are for parent borrowers; the loan provides additional funds for educational expenses and, like GSLs, are made by a lender such as a bank, credit union, or savings and loan association. PLUS enables parents to borrow up to $4,000 per year, to a total of $20,000, for each child who is enrolled at least half-time and is a dependent student. The loan in combination with other aid cannot exceed the students' cost of education.
ELIGIBILITY REQUIREMENTS:	Applicants must establish appropriate credit ratings with the local lending institution.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	Application is made the same way as for a GSL. Unlike GSL borrowers, the applicants do not have to show financial need. However, they may have to undergo a credit analysis.
STATE ADDRESS/ CONTACT:	Not applicable
ADDITIONAL INFORMATION:	The guarantee agency may charge an insurance premium of up to three percent of the loan principal. This premium must be deducted proportionately from each loan disbursement made. There is no origination fee for these loans.

FINANCIAL AID

PROGRAM TITLE: Stafford Loans

DESCRIPTION: The Stafford Loan (GSL) is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help an individual pay for education after high school. These loans are insured by the guarantee agency in the state and reinsured by the Federal government. Depending upon need, an individual may borrow up to

* $2,625 a year if he/she is a first- or second-year undergraduate student.

* $4,000 a year if he/she has completed two years of study and has achieved third-year status. An undergraduate may receive a maximum of $17,250.

* $7,500 a year if he/she is a graduate student. A total of $54,750 may be received by graduates, including the undergraduate amount.

ELIGIBILITY REQUIREMENTS: Stafford Loans are available to undergraduate and graduate students. Borrowers must be enrolled at least half-time; they must also apply for a Pell Grant.

SUPPORTIVE SERVICES: None

REFERRAL/ APPLICATION PROCEDURE: A student applies for the Stafford Loan by submitting one of the four accepted Need Analysis applications: FAF, FFS, AFSA, or AFSSA. As a result of this application, a student will first be evaluated for gift assistance. If there is remaining need, the loan can then be used to help cover educational costs. The campus financial aid office will process the appropriate loan forms based on this evaluation.

STATE ADDRESS/ CONTACT: Not applicable

ADDITIONAL INFORMATION: The loan must be repaid.

FINANCIAL AID

PROGRAM TITLE:	Supplemental Educational Opportunity Grant (SEOG)
DESCRIPTION:	The SEOG is an award to help pay for education after high school. It is provided to undergraduate students with exceptional financial need (with priority given to Pell Grant recipients). A student may receive up to $4,000 a year, depending upon financial need, the availability of SEOG funds at the school, and the amount of other aid the individual may be receiving.
ELIGIBILITY REQUIREMENTS:	The SEOG is a campus-based program designed to serve undergraduate students who can document exceptional financial need.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	The individual must file for a Pell Grant before applying for the SEOG. Each school receives a specific amount of money for SEOGs. Different schools set different deadlines. However, application deadlines are usually early in each calendar year. Check with the financial aid administrator at the school to determine application deadlines and procedures.
ADDITIONAL INFORMATION:	This is a grant. Repayment is not expected.

FINANCIAL AID

PROGRAM TITLE:	Supplemental Loans for Students (SLS)
DESCRIPTION:	Under SLS, graduate students and independent undergraduates may borrow up to $4,000 per year, to a total of $20,000. This amount is in addition to the GSL limits. A student must first apply for financial aid and establish eligibility for any need-based programs. Only then will they be considered for a SLS.
ELIGIBILITY REQUIREMENTS:	Applicants must establish appropriate credit ratings with the local lending institution.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	Application is made the same way as for a PLUS. Unlike PLUS borrowers, the applicants do not have to show financial need. However, they may have to undergo a credit analysis.
STATE ADDRESS/ CONTACT:	Not applicable
ADDITIONAL INFORMATION:	The guarantee agency may charge an insurance premium of up to three percent of the loan principal. This premium must be deducted proportionately from each loan disbursement made. There is no origination fee for these loans.

LOCAL SERVICE PROVIDER FORM

Service Provider: ____________________

Address: ____________________

(_____) If checked here, see additional pages for multiple locations.

Phone: (   ) ______ - ________ After Hours Phone: (   ) ______ - ________

Contact Person: ____________________

Office Hours: ____________________

Geographical Area Served: ____________________

Ages Served: ____________________

Services Provided: ____________________

Fees: ____________________

Accreditation/Services Licensed for ____________________

Type of Client to be Referred to Service Provider: ____________________

Client Referral Process: ____________________

Tracking/Monitoring Method: ____________________

Comments: ____________________

Prepared by ____________________

Date: ____________________

ILLINOIS COMMUNITY COLLEGES AND UNIVERSITIES

Question: What is the Illinois Community College Board?

Answer: The Illinois Community College Board (ICCB) oversees the operation of the state's 39 public community college districts, which include 50 community colleges, and provides about one-third of their funding. Each college provides liberal arts and sciences programs that are transferable to four-year colleges and universities. Virtually all persons 18 years of age and older may participate in community college programs. The ICCB staff estimates that community college enrollees consist of 40% in occupational programs, 21% in remedial/adult education programs, 27% are transfer students, and about 10% in noncredit or general studies. Community colleges cover 97% of the state's population and about 92% of its geography. The community college system, funded by state, federal, and local dollars, provides a total of 3,464 associate degree and certificate programs, basic education programs, and such instructional student support services as counseling and job placement.

Question: Who should be contacted for services at the local community college?

Answer: Initial contact should be made with the Director of Admissions or the Special Needs Coordinator if one is available.

Question: What are the entrance requirements for the community college? Where do I obtain the information needed?

Answer: *Admission Policies and Requirements*

Community colleges generally practice a policy of open admission, which means that they welcome applications from

- graduates of accredited high schools
- holders of GED certificates
- transfer students from other colleges and universities
- students who have not completed high school, but qualify for college-level work.
- students who enroll in remedial education to prepare for college-level work

Prospective students must submit certain information and documents to the college Admissions Office. The requirements differ depending on the program or course desired. Generally, the following are necessary:

- Completed college application form
- Official high school transcripts or GED scores
- Official college transcripts (if student is transferring)
- Placement test scores (different tests are required by different schools; ACT scores are commonly required. Students without transcripts or desiring entrance to certain courses may have to take an additional placement test.)

Additional Requirements

Students living outside of the local community college district must usually pay a higher out-of-district tuition fee to enroll in programs.

Question: **What is the tuition or fee to attend a community college?**

Answer: *Tuition and Fees*

Each community college district will have a schedule of tuition and fees. All tuition and fees are generally payable **at the time of registration**. A student receiving financial aid and who has completed the financial aid application procedures may receive a tuition deferment form to use in lieu of payment. Payment in the form of cash, check, or major credit card is usually accepted.

- *Application Fee*

  There is generally a one-time nominal application fee.

- *Tuition and Fees*

  Tuition is paid according to the number of credit hours for which a student wishes to enroll. There is a set charge for each credit hour. The average tuition and fee rate per credit hour for residents of the community college district is approximately $26.00. Non-residents usually pay a higher out-of-district rate.

  Adult Continuing Education and non-credit courses usually have lower tuition and fees. There may also be miscellaneous fees for specific course materials or lab fees.

  Tuition may be waived for certain students such as senior citizens or Public Aid recipients. Non-resident students wishing to take a course or program not offered in their own community college district may be eligible to enroll at in-district tuition rates. The community college catalogue will have the specific information needed to determine the cost involved.

Question: **What is the difference between a community college and a university?**

Answer: Community colleges offer two-year associate degree programs; universities offer baccalaureate, master's, and doctoral degrees.

Question: **Who should be contacted for information pertaining to admissions?**

Answer: Initial contact should be made with the undergraduate Office of Admissions.

ILLINOIS COMMUNITY COLLEGES AND UNIVERSITIES

PROGRAM TITLE: Occupational Programs (subject to administration by the Illinois State Board of Education)

DESCRIPTION: The fifty community colleges in Illinois offer associate degrees to complete the first two years of a baccalaureate degree; certificate programs designed for employment training in 242 individually distinct occupational fields; general studies programs designed for the continuing education needs of adults in the community; and adult basic education designed for adults who have not completed elementary or secondary education or who need remediation.

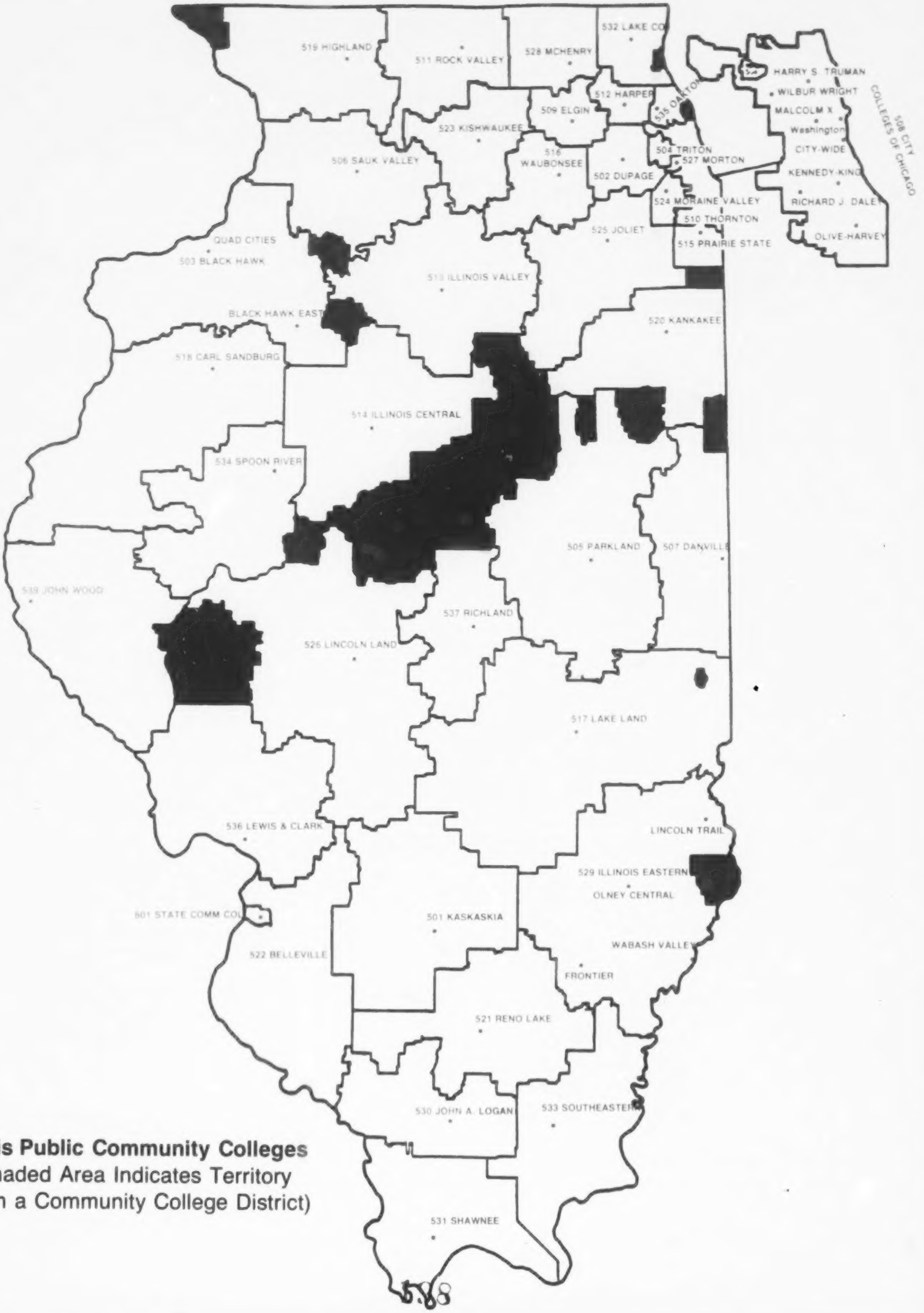
ELIGIBILITY REQUIREMENTS: Community colleges maintain an open admissions policy and will accept all individuals 18 or older. Qualifications for admission to specific programs vary.

SUPPORTIVE SERVICES: All community college students receive support services such as counseling and job placement services. Many community colleges provide day care services at no or low cost. Students enrolled in special grant programs may receive additional services.

REFERRAL/ APPLICATION PROCEDURE: Initial contact should be made with the Director of Admissions.

STATE ADDRESS/ CONTACT: Your local public community college or

Michael Elliott
Director of Occupational and Adult Education
Illinois Community College Board
509 South Sixth Street
Springfield, IL 62701
(217) 785-0123


519 HIGHLAND
511 ROCK VALLEY
528 MCHENRY
532 LAKE CO
512 HARPER
509 ELGIN
535 OAKTON
HARRY S. TRUMAN
WILBUR WRIGHT
MALCOLM X
Washington
CITY-WIDE
KENNEDY-KING
RICHARD J. DALEY
OLIVE-HARVEY
508 CITY COLLEGES OF CHICAGO
523 KISHWAUKEE
506 SAUK VALLEY
516 WAUBONSEE
502 DUPAGE
504 TRITON
527 MORTON
524 MORAINE VALLEY
510 THORNTON
515 PRAIRIE STATE
525 JOLIET
QUAD CITIES
503 BLACK HAWK
513 ILLINOIS VALLEY
BLACK HAWK EAST
520 KANKAKEE
518 CARL SANDBURG
514 ILLINOIS CENTRAL
534 SPOON RIVER
505 PARKLAND
507 DANVILLE
539 JOHN WOOD
537 RICHLAND
526 LINCOLN LAND
517 LAKE LAND
536 LEWIS & CLARK
LINCOLN TRAIL
529 ILLINOIS EASTERN
OLNEY CENTRAL
601 STATE COMM COL
501 KASKASKIA
522 BELLEVILLE
WABASH VALLEY
FRONTIER
521 RENO LAKE
530 JOHN A. LOGAN
533 SOUTHEASTERN
531 SHAWNEE

Illinois Public Community Colleges
(Shaded Area Indicates Territory
not in a Community College District)

5.88

PUBLIC COMMUNITY COLLEGES

Belleville Area College
2500 Carlyle Road
Belleville, IL 62221
(618) 235-2700

Black Hawk College
6600-34th Avenue
Moline, IL 61265
(309) 796-1311

Black Hawk College--East
Routes 34 & 78
Kewanee, IL 61443
(309) 852-5671

Carl Sandburg College
2232 South Lake Storey Road
Galesburg, IL 61401
(309) 344-2518

City Colleges of Chicago
226 W. Jackson Boulevard
Chicago, IL 60606
(312) 641-2595

Chicago City-Wide College
226 W. Jackson Boulevard
Chicago, IL 60606
(312) 641-2595

Kennedy-King College
6800 S. Wentworth Avenue
Chicago, IL 60621
(312) 962-3200

Harold Washington College
30 East Lake Street
Chicago, IL 60601
(312) 781-9430

Malcolm X College
1900 W. Van Buren Street
Chicago, IL 60612
(312) 942-3000

Olive-Harvey College
10001 S. Woodlawn
Chicago, IL 60628
(312) 568-3700

Richard J. Daley College
7500 South Pulaski Road
Chicago, IL 60652
(312) 735-3000

Truman College
1145 W. Wilson Avenue
Chicago, IL 60640
(312) 878-1700

Wright College
3400 N. Austin Avenue
Chicago, IL 60634
(312) 777-7900

College of DuPage
Lambert Road & 22nd Street
Glen Ellyn, IL 60137
(312) 858-2800

College of Lake County
19351 W. Washington Street
Grayslake, IL 60030
(312) 223-6601

Danville Area Community College
2000 East Main Street
Danville, IL 61832
(217) 443-1811

Elgin Community College
1700 Spartan Drive
Elgin, IL 60120
(312) 697-1000

Highland Community College
Pearl City Road
Freeport, IL 61032
(815) 235-6121

Illinois Central College
P.O. Box 2400, Route 24
East Peoria, IL 61635
(309) 694-5011

Illinois Eastern Community College
233 East Chestnut
Olney, IL 62450
(618) 393-2982

Frontier Community College
Rural Route #1
Fairfield, IL 62837
(618) 842-3711

Lincoln Trail College
Rural Route #3
Robinson, IL 62454
(618) 544-8657

Olney Central College
305 North West Street
Olney, IL 62450
(618) 395-4351

Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863
(618) 262-8641

Illinois Valley Community College
2578 E. 350th Road
Oglesby, IL 61348
(815) 224-2720

Joliet Junior College
1216 Houbolt Avenue
Joliet, IL 60436
(815) 729-9020

Kankakee Community College
Rural Route One
P.O. Box 888
Kankakee, IL 60901
(815) 933-0211

Kaskaskia College
Shattuc Road
Centralia, IL 62801
(618) 532-1981

Kishwaukee College
Hwy. 38 and Malta Road
Malta, IL 60150
(815) 825-2086

Lake Land College
South Route 45
Mattoon, IL 61938
(217) 235-3131

Lewis and Clark Community College
5800 Godfrey Road
Godfrey, IL 62035
(618) 466-3411

Lincoln Land Community College
Shepherd Road
Springfield, IL 62708
(217) 786-2200

John A. Logan College
Route 2
Carterville, IL 62918
(618) 985-3741

John Wood Community College
150 S. 48th Street
Quincy, IL 62301
(217) 224-6500

McHenry County College
Route #14 at Lucas Road
Crystal Lake, IL 60014
(815) 455-3700

Moraine Valley Community College
10900 South 88th Avenue
Palos Hills, IL 60465
(312) 974-4300

Morton College
3801 South Central Avenue
Cicero, IL 60650
(312) 656-8000

Oakton Community College
160 East Golf Road
Des Plaines, IL 60016
(312) 635-1600

Parkland College
2400 W. Bradley Avenue
Champaign, IL 61820
(217) 351-2200

Prairie State College
202 S. Halsted Street
Chicago Heights, IL 60411
(312) 756-3110

Rend Lake College
Rural Route #1
Ina, IL 62846
(618) 437-5321

Richland Community College
2425 Federal Drive
Decatur, IL 62526
(217) 875-7200

Rock Valley College
3301 N. Mulford Road
Rockford, IL 61101
(815) 654-4250

Sauk Valley Community College
Rural Route #5
Dixon, IL 61021
(815) 288-5511

Shawnee College
Shawnee College Road
Ullin, IL 62992
(618) 634-2242

Southeastern Illinois College
Rural Route #4, College Drive
Harrisburg, IL 62946
(618) 252-6376

Spoon River College
Rural Route #1
Canton, IL 61520
(309) 647-4645

State Community College
601 James R. Thompson Blvd.
East St. Louis, IL 62201
(618) 274-6666

South Suburban College
of Cook County
15800 S. State Street
South Holland, IL 60473
(312) 596-2000

Triton College
2000 Fifth Avenue
River Grove, IL 60171
(312) 456-0300

Waubonsee Community College
P.O. Box 508, Rte. 47 at Harter Road
Sugar Grove, IL 60554
(312) 466-4811

William Rainey Harper College
Algonquin and Roselle Roads
Palatine, IL 60067
(312) 397-3000

PUBLIC UNIVERSITIES

Chicago State University
Admissions Office
95th and King Drive
Chicago, IL 60628
(312) 995-2000

Eastern Illinois University
Admissions Office
Charleston, IL 61920
(217) 581-2021

Governors State University
Admissions Office
Park Forest South, IL 60466
(312) 534-5000

Illinois State University
Admissions Office
Normal, IL 61761
(309) 438-2111

Northeastern Illinois University
Admissions Office
Bryn Mawr at St. Louis Avenue
Chicago, IL 60625
(312) 583-4050

Northern Illinois University
Admissions Office
DeKalb, IL 60115
(815) 753-1000

Sangamon State University
Admissions Office
Springfield, IL 62708
(217) 786-6600

Southern Illinois University
Admissions Office
Carbondale, IL 62901
(618) 453-2121

Southern Illinois University
Admissions Office
Edwardsville, IL 62026
(618) 692-2000

University of Illinois
Admissions Office
Urbana, IL 61801
(217) 333-1000

University of Illinois
Chicago Circle
Admissions Office
P.O. Box 4348
Chicago, IL 60680
(312) 996-7000

University of Illinois
Medical Center
Admissions Office
P.O. Box 6998
Chicago, IL 60680
(312) 996-7000

Western Illinois University
Admissions Office
900 West Adams Street
Macomb, IL 61455
(309) 295-1414

LOCAL SERVICE PROVIDER FORM

Service Provider: ______________________________

Address: ______________________________

(_____) If checked here, see additional pages for multiple locations.

Phone: (   ) ______ - ________ After Hours Phone: (   ) ______ - ________

Contact Person: ______________________________

Office Hours: ______________________________

Geographical Area Served: ______________________________

Ages Served: ______________________________

Services Provided: ______________________________

____

____

____

Fees: ______________________________

____

Accreditation/Services Licensed for ______________________________

____

Type of Client to be Referred to Service Provider: ______________________________

____

____

Client Referral Process: ______________________________

____

____

____

Tracking/Monitoring Method: ______________________________

____

____

Comments: ______________________________

____

____

____

Prepared by ______________________

Date: ______________________

LOCAL TRAINING PROGRAM FORM

1. Name of **Agency**: ____________________
2. Training **Program** Name: ____________________
3. Program **Length** is ________ weeks
4. Program **Hours** are ____________________
5. Brief Description of Program **Content**: ____________________

____

____

____

____

6. **Starting Dates** for

January:	________	July:	________
February:	________	August:	________
March:	________	September:	________
April:	________	October:	________
May:	________	November:	________
June:	________	December:	________

7. Program **Eligibility** Requirements:

JTPA Income Levels ________ yes ________ no

Age Range: ____________

Service Area: ____________________

Pre-Test Given? ________ yes ________ no

Instrument Used: ____________________

Entrance Score Required: ____________________

8. Program **Registration** Process:

Telephone #/Contact Name: ____________________

How to Sign Up: ____________________

Registration Period: ____________________

Number of Slots/Year: ____________________

9. **Supportive Services** Available:

Day Care Assistants	________	yes	________	no
Transportation	________	yes	________	no
Lunch	________	yes	________	no
Individual Tutoring	________	yes	________	no

Other: ____________________

10. **Placement Record** (% of graduates): ____________________

Your Name/Title: ____________________ Date: ____________

____

THE DEPARTMENT OF VETERANS' AFFAIRS

Question: **What is the Department of Veterans' Affairs?**

Answer: The Department of Veterans' Affairs was established to aid and assist all veterans and their dependents in applying for the benefits due them by reason of their military service. The primary function is to provide counseling and guidance relative to all state and federal Veterans' programs.

Question: **How do I know if a probationer is eligible for benefits?**

Answer: Eligibility is determined on the basis of when the individual served and the type of discharge papers received. A personal interview is required when determining eligibility.

Question: **What information is needed to determine eligibility?**

Answer: A copy of the individual's discharge papers (DD214).

Question: **Who is responsible for completing veterans' forms?**

Answer: Forms are completed by the intake counselor during the initial interview.

Question: **Are there educational benefits available to veterans?**

Answer: Yes, the **GI Bill** is available to veterans who served for more than 180 days and who were released under conditions other than dishonorable. Eligibility expires ten years following the date of the last separation. All benefits end December 31, 1989.

The **Veterans Educational Assistance Program (VEAP)** is available to veterans who entered on active duty after December 31, 1976; who served more than 180 days; and who voluntarily participated in the contributory education assistance program. Eligibility expires ten years after discharge or release from active duty.

The **New GI Bill** establishes a program of education benefits for individuals entering military service from July 1, 1985, through June 30, 1988. This bill includes an educational entitlement program for selected reserve members who meet certain requirements. Educational assistance is payable for pursuit of undergraduate degree and non-college degree programs at institutions of higher learning.

Vocational Rehabilitation is available for disabled veterans of World War II, the Korean Conflict, the Vietnam era, and for certain peacetime veterans. The benefit is complex and any disabled veteran should investigate entitlement and benefits derived from this program with a Veteran Service Officer. Educational benefits are also available for the spouse and children of veterans whose permanent total disability or death was service connected.

Question: **Are there any scholarships available for veterans?**

Answer: Yes, there are four scholarship programs available: MIA/POW Scholarship, Veterans' Scholarship, Army National Guard Scholarship, and Honorary Scholarships.

Question: **Is there a toll-free number for questions regarding veterans' benefits?**

Answer: Yes, the number is 1-800-972-5327.

DEPARTMENT OF VETERANS' AFFAIRS

PROGRAM TITLE:	Army National Guard Scholarship
DESCRIPTION:	This scholarship entitles the recipient to payment of tuition and certain fees.
ELIGIBILITY REQUIREMENTS:	Any enlisted person, Lieutenant, or Captain with at least one year of service in the Illinois Army National Guard may participate. This scholarship is available for eight semesters or twelve quarters of full-time or part-time undergraduate study at any Illinois state-controlled university or community college.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	Applications and information on the scholarship may be obtained from Illinois State Scholarship Commission 106 Wilmot Road Deerfield, IL 60015 (312) 948-8550
STATE ADDRESS/ CONTACT:	Not applicable

DEPARTMENT OF VETERANS' AFFAIRS

PROGRAM TITLE:	Field Service Offices
DESCRIPTION:	The Department of Veterans' Affairs operates 45 Field Service Offices statewide. The primary role of personnel in these offices is to provide assistance to veterans, their spouses, dependents, and survivors in achieving any benefits for which they are eligible. Counseling is provided regarding veterans' programs, services, and entitlements. Assistance is given to any eligible veteran in obtaining the federal, state, or local benefits to which they are entitled.
ELIGIBILITY REQUIREMENTS:	The individual must have veteran's status and meet certain residency requirements.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	For general information contact the local Veterans' Affairs Office. Personnel at this office also provide a comprehensive referral service for other government programs and services of interest to veterans and their families.
STATE ADDRESS/ CONTACT:	Department of Veterans' Affairs 208 West Cook Street P.O. Box 19432 Springfield, IL 62794 (217) 782-6641

DEPARTMENT OF VETERANS' AFFAIRS

PROGRAM TITLE: Illinois Veterans' Scholarship

DESCRIPTION: The Illinois Veterans' Scholarship covers in-state and in-district tuition and certain fees at any state-controlled college, university, or community college in Illinois. The scholarship may be used for an equivalent to four calendar years, including summer terms.

ELIGIBILITY REQUIREMENTS: Anyone who served on active duty in the U.S. Armed Forces (excluding the Student Army Training Corps) may be entitled, subject to the following requirement:

- Any veteran who was separated after August 11, 1967, must have served at least one year or have been separated for a disability directly related to such services. There is no required minimum term of service for veterans separated prior to August 11, 1967.

To claim a discharge for medical reasons, the veteran must have a verified service-connected disability. The documentation should be submitted along with the application (e.g., VA compensation award letter, Physical Disability Evaluation Report).

To qualify for the scholarship, the veteran must meet **one** of the following criteria designated below:

- was a resident of Illinois at the time of entering the U.S. Armed Forces.
- left the State of Illinois, but was a resident of Illinois within six months prior to entering the U.S. Armed Forces.
- was a student at a state-controlled college, university, or community college at the time of entering the U.S. Armed Forces.

In addition to one of the requirements listed above, the veteran must have returned to the State of Illinois within six months of separation from such service.

Any resident of Illinois who is **currently** a member of the U.S. Armed Forces, has been on active duty in such Armed Forces for at least one year, and who would otherwise be qualified for the Illinois Veterans' Scholarship if discharged from the service, shall be entitled to receive the scholarship.

SUPPORTIVE SERVICES:

None

REFERRAL/ APPLICATION PROCEDURE:

The individual must complete an IVS Form 3 (IVS Application) and provide a Form DD214 or its equivalent, which verifies dates of service and residency prior to and after separation from the service.

If the DD214 does not verify a service-related disability or Illinois residence prior to and after separation from service, it will be the responsibility of the individual to provide the necessary documentation.

For further information, contact the Financial Aid or Veterans' Office of the state-controlled college of choice.

STATE ADDRESS/ CONTACT:

Illinois State Scholarship Commission
106 Wilmot Road
Deerfield, IL 60015
(312) 948-8550

DEPARTMENT OF VETERANS' AFFAIRS

PROGRAM TITLE: MIA/POW Scholarship

DESCRIPTION: This scholarship provides full payment of tuition and certain fees to any state-supported Illinois institution of higher learning consisting of the equivalent of four calendar years of full-time enrollment, including summer terms.

ELIGIBILITY REQUIREMENTS: This scholarship is for the dependents (e.g. spouse, natural child, legally adopted child, or stepchild) of a veteran who has been declared by the Department of Defense or Veterans' Administration to be a prisoner of war; missing-in-action; to have died as the result of a service-connected disability; or to be permanently disabled from service-connected causes with 100% disability. The veteran must also have been an Illinois resident or an Illinois resident within six months of entering service in order to be eligible for the scholarship.

SUPPORTIVE SERVICES: Eligible dependents shall not be required to pay any matriculation or application fees, tuition activity fees, or other fees. They are expected to pay multipurpose building fees or similar fees for supplies and materials.

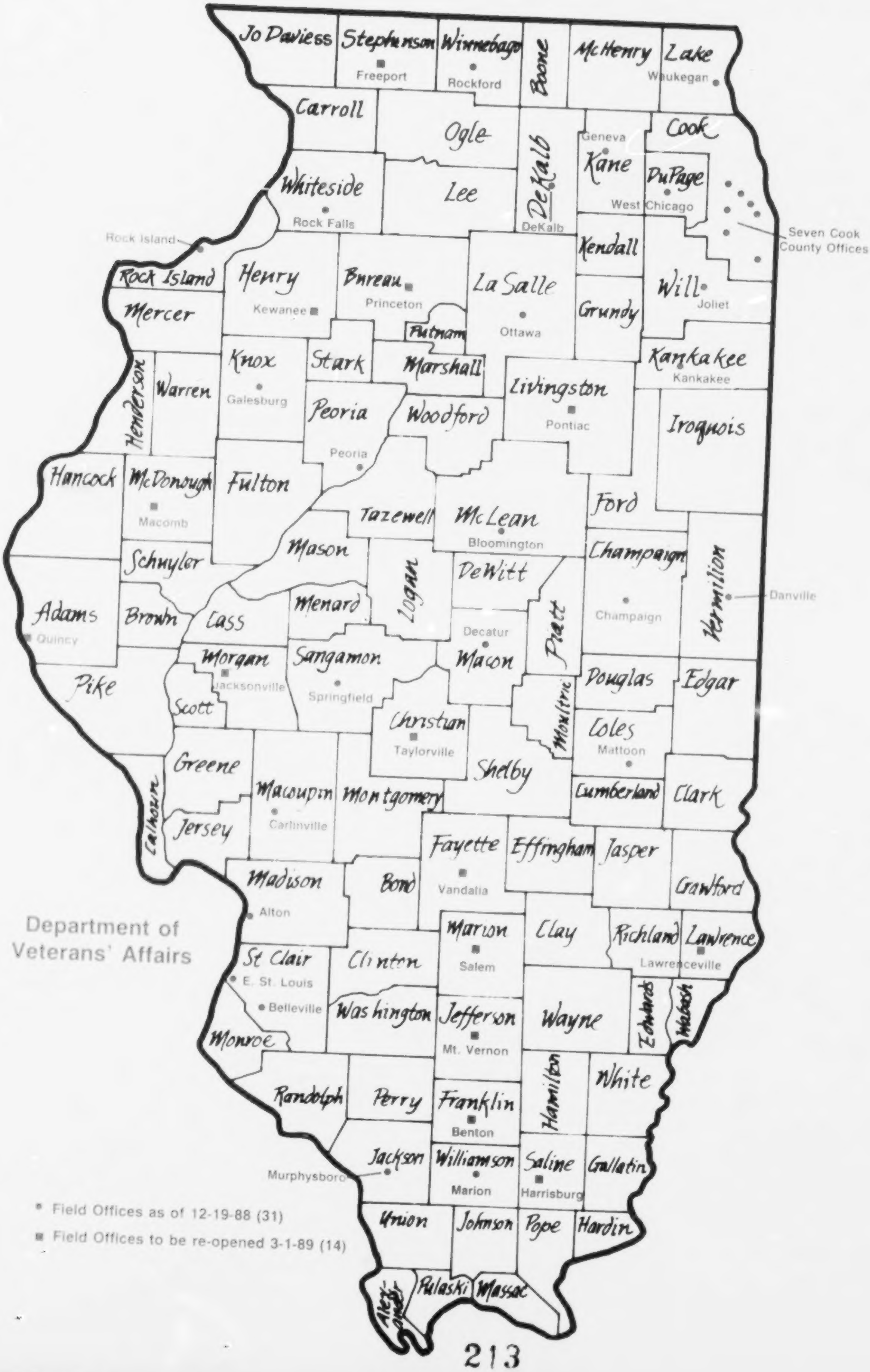
REFERRAL/ APPLICATION PROCEDURE: Contact the local Veterans' Affairs Office.

STATE ADDRESS/ CONTACT:

Joan Ryan
Department of Veterans' Affairs
208 West Cook Street
P.O. Box 19432
Springfield, IL 62794
(217) 782-3564

DEPARTMENT OF VETERANS' AFFAIRS

PROGRAM TITLE:	Vietnam Veterans' Act
DESCRIPTION:	Under the guidelines of the Act, assistance is provided to unemployed veterans to find jobs for which they are qualified and to provide counseling on personal, financial, and health matters.
ELIGIBILITY REQUIREMENTS:	Unemployed and underemployed veterans who have been honorably discharged.
SUPPORTIVE SERVICES:	None
REFERRAL/ APPLICATION PROCEDURE:	The Department of Veterans' Affairs makes grants to local community-based organizations that are designed to work with veterans. The application procedure among individual organizations will vary. Contact the local Veterans' Affairs Office for details.
STATE ADDRESS/ CONTACT:	Tom Needham Department of Veterans' Affairs 208 West Cook Street P.O. Box 5054 Springfield, IL 62705 (217) 782-4324



Department of Veterans' Affairs

● Field Offices as of 12-19-88 (31)

■ Field Offices to be re-opened 3-1-89 (14)

Jo Daviess
Stephenson
Freeport
Winnebago
Rockford
Boone
McHenry
Lake
Waukegan
Carroll
Ogle
DeKalb
Geneva
Kane
Cook
DuPage
West Chicago
Whiteside
Rock Falls
Lee
DeKalb
Seven Cook County Offices
Rock Island
Rock Island
Henry
Kewanee
Bureau
Princeton
La Salle
Ottawa
Kendall
Grundy
Will
Joliet
Mercer
Putnam
Knox
Galesburg
Stark
Marshall
Livingston
Pontiac
Kankakee
Kankakee
Henderson
Warren
Peoria
Peoria
Woodford
Iroquois
Hancock
McDonough
Macomb
Fulton
Tazewell
McLean
Bloomington
Ford
Schuyler
Mason
Champaign
Champaign
Vermilion
Danville
Adams
Quincy
Brown
Cass
Menard
Logan
DeWitt
Piatt
Decatur
Macon
Morgan
Jacksonville
Sangamon
Springfield
Pike
Scott
Douglas
Edgar
Christian
Taylorville
Moultrie
Coles
Mattoon
Greene
Shelby
Macoupin
Carlinville
Montgomery
Cumberland
Clark
Calhoun
Jersey
Fayette
Vandalia
Effingham
Jasper
Madison
Alton
Bond
Crawford
Marion
Salem
Clay
Richland
Lawrence
Lawrenceville
St Clair
E. St. Louis
Belleville
Clinton
Washington
Jefferson
Mt. Vernon
Wayne
Edwards
Wabash
Monroe
Randolph
Perry
Franklin
Benton
Hamilton
White
Jackson
Murphysboro
Williamson
Marion
Saline
Harrisburg
Gallatin
Union
Johnson
Pope
Hardin
Alexander
Pulaski
Massac

DEPARTMENT OF VETERANS' AFFAIRS
FIELD OFFICE DIRECTORY

Champaign County
Department of Veterans' Affairs
802 Bloomington Road
Champaign, IL 61820
(217) 333-5737

Coles County
Department of Veterans' Affairs
125 N. 15th Street
Mattoon, IL 61938
(217) 234-4775

Cook County #1
Department of Veterans' Affairs
100 W. Randolph (SOIC)
Chicago, IL 60601
(312) 862-4066

Cook County #2
Department of Veterans' Affairs
950 E. 61st Street
Chicago, IL 60637
(312) 363-1492

Cook County #3
Department of Veterans' Affairs
4328 N. Elston Avenue
Chicago, IL 60641
(312) 539-4360

Cook County #4
Department of Veterans' Affairs
3650 E. 112th Street
Chicago, IL 60617
(312) 768-2300

Cook County #6
Department of Veterans' Affairs
3055 W. 111th St.
Chicago, IL 60655
(312) 445-6713

Cook County #7
Department of Veterans' Affairs
6610 West Cermak Road
Berwyn, IL 60402
(312) 795-0540

Cook County #8
Department of Veterans' Affairs
415 S. Kilpatrick
Chicago, IL 60644
(312) 378-6482

DeKalb County
Department of Veterans' Affairs
136 S. 2nd Street
DeKalb, IL 60115
(815) 756-7969

DuPage County
Department of Veterans' Affairs
453 North Neltnor, Route #59
West Chicago, IL 60185
(312) 231-2824

Jackson County
Department of Veterans' Affairs
1401 Walnut Street
Murphysboro, IL 62966
(618) 684-2966

Kane County
Department of Veterans' Affairs
322 W. State Street
Geneva, IL 60134
(312) 232-0948

Kankakee County
Department of Veterans' Affairs
187 S. Indiana Avenue
Kankakee, IL 60901
(815) 932-6524

Knox County
Department of Veterans' Affairs
975 N. Henderson Street
Galesburg, IL 61401
(309) 343-2510

Lake County
Department of Veterans' Affairs
1 North Genesee Street
Waukegan, IL 60085
(312) 623-3290

LaSalle County
Department of Veterans' Affairs
201 W. Main Street
Ottawa, IL 61350
(815) 434-0113

Macon County
Department of Veterans' Affairs
132 S. Water Street
Decatur, IL 62523
(217) 429-4688

Macoupin County
Department of Veterans' Affairs
116 S. East Street
Carlinville, IL 62626
(217) 854-6451

Madison County
Department of Veterans' Affairs
215 Piasa
Alton, IL 62002
(618) 465-3216

McLean County
Department of Veterans' Affairs
1226 Towanda Plaza
Bloomington, IL 61701
(309) 828-3814

Peoria County
Department of Veterans' Affairs
228 N. Jefferson Street
Peoria, IL 61603
(309) 671-3179

Rock Island County
Department of Veterans' Affairs
County Office Building
Rock Island, IL 61201
(309) 793-1460

St. Clair County
Department of Veterans' Affairs
4807 W. Main Street
Belleville, IL 62223
(618) 233-5140

St. Clair County
Department of Veterans' Affairs
10 Collinsville Avenue
East St. Louis, IL 62201
(618) 875-9300

Vermilion County
Department of Veterans' Affairs
212 W. Fairchild
Danville, IL 61832
(217) 442-1711

Whitehead County
Department of Veterans' Affairs
1600 1st Avenue
Rock Falls, IL 61071
(815) 626-2468

Will County
Department of Veterans' Affairs
58 N. Chicago Street
Joliet, IL 60431
(815) 727-6584

Williamson County
Department of Veterans' Affairs
2209 W. Main Street
Marion, IL 62959
(618) 997-4371

Winnebago County
Department of Veterans' Affairs
107 N. 3rd Street
Rockford, IL 61110
(815) 987-7371

LOCAL SERVICE PROVIDER FORM

Service Provider: ____
Address: ____
(_____) If checked here, see additional pages for multiple locations.
Phone: (   ) ______ - ________ After Hours Phone: (   ) ______ - ________
Contact Person: ____
Office Hours: ____
Geographical Area Served: _______________________________________
Ages Served: ____
Services Provided: ____
____
____
____
Fees: ____
____
Accreditation/Services Licensed for ______________________________
____
Type of Client to be Referred to Service Provider: ___________________
____
____
Client Referral Process: ____
____
____
____
Tracking/Monitoring Method: ______________________________________
____
____
Comments: ____
____
____
____

Prepared by ________________________
Date: ____________________________